

A Product of

Administered by

William L. May
Executive Director
and
Kirk Lindsey
Chair

in cooperation with

The State of California, Employment Development Department

Stanislaus County Occupational Outlook & Training Directory 1996

FOR MORE INFORMATION CONTACT:

Sandra Waddle
Private Industry Council of Stanislaus County
P O Box 581770
Modesto, CA 95358-0031
(209) 558-2109
FAX (209) 558-2164

ACKNOWLEDGMENTS

The Private Industry Council of Stanislaus County (PIC) appreciates contributions of time and expertise toward the 1996 Occupational Outlook by the following groups.

EMPLOYERS

The PIC issues a special thank you to the many employers who took the time to complete and return questionnaires.

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Suzi Ertel, Administrative Clerk III
Virginia Madueño, Public Information Officer
Pat Habeck, Program Manager
Phil Brown, Assistant Director

LABOR MARKET INFORMATION DIVISION STAFF:

Peter Paul, Research Manager
Greg Case, Research Analyst

The Private Industry Council: An Overview

The Private Industry Council (PIC) is a volunteer group of local representatives from Private Businesses, Community Based Organizations, Education, Government Agencies, and Labor, appointed by and working in association with the Stanislaus County Board of Supervisors. The intent of the PIC is to distribute federal funds from the Job Training Partnership Act (JTPA) within our local economy.

The PIC's mission is to provide quality job training for disadvantaged youths and adults of Stanislaus County to increase their prospects for attainment of long-term employment. We accomplish this by providing programs that offer quality training, development of network relationships that forge partnerships with the public and private sectors, the removal of barriers to employment, the increased level of self-sufficiency of our clients and the meeting of local labor market needs.

We're working towards making the employee base more prepared to perform in the type of employment you have to offer. How? By providing potential employees an avenue to basic education, G. E. D. preparation, vocational training, on-the-job training, interviewing skills, and job development resources.

In order for the PIC to be effective, we need the businesses in our local area to work in partnership with us, and to help by advising us of your needs and expectations. Together, we can make a difference in the economic position of Stanislaus County.

Q & A: Employer Services Available through the PIC

The **On-The-Job Training** program is designed to help employers find a person who is able and willing to learn "on the job" in your business.

If you are an employer that is willing to train, but just don't seem to have the time or the resources, we may be able to help. Help can be a reimbursement of up to 50% of a PIC sponsored trainee's base wages. Each situation is different and follows a written agreement customized to meet your specific needs.

Why would we do this? To give people who are not experienced in your field an opportunity to learn a new career.

Who pays for it? In a way, we all do. This program is funded through the **JOB TRAINING PARTNERSHIP ACT (JTPA)**. There is never a fee for either Employers or Employees.

What are the requirements? Provide at least a 35 hour work week, and a minimum starting wage of \$6.00 per hour.

How do Businesses get involved? It's easy! Just call one of our helpful Representatives in our Business Services Division at (209) 558-7757 or (209) 558-HIRE.

One Stop Shopping For Your Convenience

Job Development is intended to help you find the right employee without draining your personnel budget. We act much like an Employment Agency, but there is no fee for using our referral network.

Our representatives will screen applicants to your specifications, and send you qualified people who are able to do the job. If you desire or are required to list your company's openings with the State Job Services, we can provide this service too.

How can I start the process? Easy! Just give us a call and we'll do the rest. No hassling with ad copy and no valuable time wasted interviewing applicants who are unqualified for the position.

Where do we get the people we send? Many of our Job Development and On-the-Job Training candidates are skilled dislocated workers who are ready and eager to go to work. Others are recent graduates of PIC sponsored vocational skills training programs.

The Private Industry Council is interested in providing the business community with services that will enable the local economy to prosper. We know training and personnel costs can be a major expense in any type of business, but we are confident that we can help reduce those costs and help you create job opportunities at the same time.

Our commitment is to the people of Stanislaus County. In offering "no fee" human resource services to the business community, we hope to promote a lasting relationship that will identify us as the workforce connection.

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INTRODUCTION

INTRODUCTION

PROJECT OVERVIEW

The labor market information presented in this document is the product of a cooperative effort between the Labor Market Information Division of the California Employment Development Department (EDD) and the Private Industry Council of Stanislaus County (PIC). This report is part of a state-wide project called the California Cooperative Occupational Information System (CCOIS).

The CCOIS program was initiated by EDD in July, 1986 as the State/Local Labor Market Information Program. This is the third year that Stanislaus County has participated. These yearly studies are customized through local occupation selection to meet local needs.

PROGRAM GOALS

Program goals are to improve the match between local employers' labor market needs and the skills of job seekers and to provide current, localized occupational information to better meet labor market needs.

OBJECTIVES

Objectives are to accurately collect, analyze, and distribute Stanislaus County labor force data to users such as local employers, firms making site determination decisions, educators, vocational counselors, job developers, job seekers, economic development professionals, human service agencies, and planners.

The final objective is to create a "one-stop-shop" labor market information clearinghouse and data resource center. State level coordination of the CCOIS program facilitates the integration of this data for state-wide use.

OCCUPATIONAL SELECTION

A Steering Committee was formed for the occupation selection. This committee is comprised of representatives from employment, training, education, and business. Committee members screened the available occupations and selected 12 occupations for the 1993 study, 25 occupations for the 1994 study, and 20 occupations for the 1995 and 1996 studies.

The occupations were selected based on expressed need for local occupational information. The selections were guided by use of the following agreed-upon criteria:

1. The Employment Development Department (EDD) Labor Market Information Division (LMID) projects a net increase in the number of persons employed in the occupation of greater than 50 from 1993 to 2000.
2. The occupation is deemed likely to provide an entry level wage of at least \$6.00 per hour.
3. The occupation is expected to offer a substantial range of benefits for full-time employees.
4. The occupation is one in which there is high potential for a career with upward mobility.
5. The occupation contributes to overcoming sexual stereotypes for one of the sexes because it is an occupation traditional for the opposite sex.
6. Education requirements for the occupation are reasonably attainable (no more than 24 months) by JTPA participants.

DEFINITIONS OF OCCUPATIONS

The method of defining jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). The BLS uses the OES classification system nationwide to study staffing patterns within industries. The Dictionary of Occupational Titles (DOT) classification system is a detailed body of standardized occupational information used for job placement and evaluation. It is referenced in this report for the convenience of users of the DOT system. The CCOIS program uses the broader OES system to insure comparability of occupational definitions.

The 1987 Standard Industrial Classification (SIC) system is a classification standard used to promote the comparability of data for industry reporting. The CCOIS project uses it to identify the distinct industries that employ workers in the occupations studied in Stanislaus County this year.

QUESTIONNAIRE DEVELOPMENT

1994 was a transition year for the CCOIS questionnaire changing from a four page occupation specific questionnaire to a two page generic one. In preparation for statewide standard use of a generic two page questionnaire in 1995, several sites used versions of a preliminary two page design for their 1994 studies. Stanislaus was one of the participating sites to do this. Some of the 1994 questions were revised for the 1995 study. Data for this year's study was collected summer 1996.

SAMPLE SELECTION

The LMID staff chose a representative sample of employers for each occupation from the total employment base in Stanislaus County. PIC staff then reviewed employer samples, adding and deleting employers as necessary during the course of the study.

STUDY PROCEDURES

Once the occupations were selected, the questionnaires printed, and the employer sample received, PIC staff called employers to verify company name, address, and the existence of the occupation at the company. They also obtained the name of a contact person, and described the study to that contact person. The questionnaires were mailed out to participating employers. Follow-up calls were made to employers who did not return the questionnaire. Employers who did not employ personnel in a particular occupation, hired only family members for that occupation, or contracted with a private individual or company in that occupation were deleted from the sample.

All occupational data and employer information was reviewed to ensure accuracy and completeness. Employers were contacted again if the answers were unclear or conflicted with other responses.

Supplemental data was obtained from the California Occupational Guide Series and the Occupational Outlook Handbook.

TABULATION AND RESULTS

The survey responses were tabulated and analyzed. The final occupation summaries were prepared and are presented on pages 8 - 149 of this report. Each occupation summary provides information on wages and benefits, employer requirements, education, training, occupational size, and job outlook.

DEFINITIONS

The following definitions are provided to explain the terms in use throughout the occupational summaries.

WAGES

The standard definition of wage data categories enables comparison of salaries across occupations through salary ranges. The wages are reported based on data collected from 1993 through September of 1996, depending on the survey year of occupation, and reflect the following definitions:

New Hires, no experience	The wages of persons trained but with no paid experience in the occupation.
New Hires, with experience	The starting wage paid to journey-level or experienced persons just starting at the firm.
Experienced, after 3 years	The wages generally paid to persons with three years journey level experience at the firm.

The minimum wage was changed after data was collected for the 1996 survey.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This portion of the report represents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included are typical employers' preferences and key personal traits usually present in those working in the occupation. When reference is made to all, almost all, most, many, some, or few, the following definitions apply:

All employers	100% of the survey respondents.
Almost all employers*	76% - 99% of the survey respondents.
Most employers	-- 51% - 75% of the survey respondents
Many employers	-- 35% - 50% of the survey respondents.
Some employers	-- 10% - 34% of the survey respondents.
Few employers	-- fewer than 10% of the survey respondents.

*The category almost all was added in 1996.

OCCUPATIONAL SIZE

The term used to describe the size of a particular occupation relates to its estimated number of workers in the county. Occupational size in Stanislaus County is measured using the following scale:

Very Large	Employment of more than 820 in the county
Large Employment	Employment of 410 - 819 in the county
Medium Employment	Employment of 200 - 409 in the county.
Small Employment	Employment of fewer than 200 in the county

LABOR SUPPLY

The terms presented in this portion of the summary refer to the relative difficulty that employers experience in locating qualified applicants for entry and experienced positions in each occupation. The terms used in describing the local labor supply situation at the time of the study are defined as follows:

Very difficult	- Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Some what difficult	- Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A little difficult	- Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition when seeking jobs.
Not difficult	- Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

EMPLOYMENT TRENDS

The projected average job growth rate for Stanislaus County for the seven-year period 1993-2000 is 9.7% with an annual projected growth rate of 1.4%.

Based upon Labor Market Information Division's 1993-2000 projections, total job growth for Stanislaus County will be 10,700 jobs over that 7 year period or approximately 1,539 per year. Many of these jobs are projected to be in retail or service industries.

When the Steering Committee was selecting occupations for the 1993 study, staff provided 1989-1996 LMID projections to members of the committee, but the 1992-1998 projections were used by staff when completing the occupation write ups.



This icon is used to represent occupations determined nontraditional for women. An occupation is defined as nontraditional if twenty-five percent (25%) or less of its employment, using census data for Stanislaus County, is composed of women.

USE OF LABOR MARKET INFORMATION

Career Decisions	Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.
Program Planning	This report provides local planners and administrators with employment and training, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
Curriculum Design	Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
Economic Development	Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
Program Marketing	Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
Human Resource	Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference. Please contact the Stanislaus County Labor Market Information Coordinator at (209) 558-2109, if you would like additional information or would like to offer comments or suggestions. The PIC is interested in meeting your needs for local labor market information.

Occupational Profiles

ACCOUNTANTS & AUDITORS

17 FIRMS RESPONDING

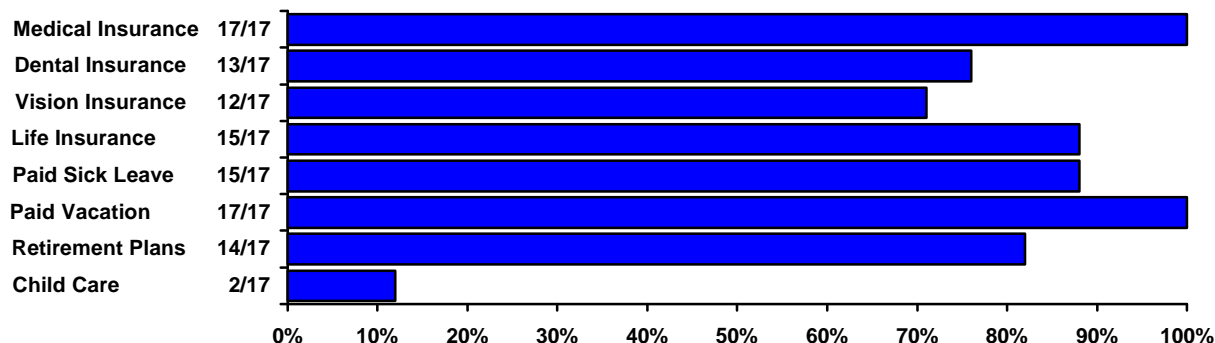
OES Code: 211140

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	8.75	24.75	10.53	10.36	13.81	12.80
New hires, with experience	9.50	24.75	11.88	12.80	14.38	13.59
3 years with firm	12.00	28.75	15.74	14.38	16.32	15.25



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1995: 820	Large	Projected New Jobs:	14/yr
Annual Projected Growth: 1.8%		Openings due to Separations:	12/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stable	Some employers	- growth
Next three years:	Most employers	- stable	Some employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Some employers	- a little difficult	Many employers	- somewhat difficult
Experienced:	Many employers	- somewhat difficult	Many employers	- not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Accounting, Auditing, & Bookkeeping	14.6%	8721
Local Government	10.5%	9030
Canned Fruits and Vegetables	8.3%	2033

ACCOUNTANTS & AUDITORS

DOT Code:	TITLE
160.162-018	Accountant
160.167-054	Auditor
160.162-022	Accountant, Budget

EMPLOYER REQUIREMENTS

Education:	16 of the 17 surveyed employers report new hires with BA degrees and one reported a new hire with an AA degree.
Training:	Most employers sometimes accept training as a substitute for work experience.
Experience	Some employers always require work experience.

IMPORTANT SKILLS

Budget analysis skills, knowledge of computerized accounting systems, business math skills, ability to write effectively, and ability to use accounting software.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056

Valley Commercial College
910 12th Street
Modesto, CA 95350
(209) 578-0616

Program length: 4 semesters (approx)
Received upon completion: A.A./A.S. Degree

Contact : Barbara Martin
Program length: 60 weeks
Received upon completion: A.S. Degree

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
State Board of Accountancy 2000 Evergreen, Suite 250 Sacramento, CA 95815-3832 (916) 263-3680 (415) 802-2222 (Ethics exam)	Scheduling Exam (4 parts, \$25 ea) License Ethics exam	\$ 60. \$100. \$200. \$ 58.
		Accounting or related degree & 36 months exp. working for a CPA or combination of education & exp. and Pass Ethics exam (CA Society of Certified Public Accountants)

WORKER QUALIFICATION PROFILE

California Occupational Guide # 1
Specific Vocational Preparation = 8

Environmental Conditions:
Moderate noise

R M L G V N S P Q K F M E C
GED: 5 5 5 Aptitudes: 2 2 2 4 4 2 4 4 4 5 5
GOE Code: 11.06.01 Strength: Sedentary

OTHER

14 of the 17 employers report that they seek applicants with spreadsheet experience. Most employers recruit via newspaper advertisements.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

ASSEMBLERS & FABRICATORS -EXC MACHINE, ELECTRICAL, ELECTRONIC, & PRECISION

5 FIRMS RESPONDING

OES Code: 939560

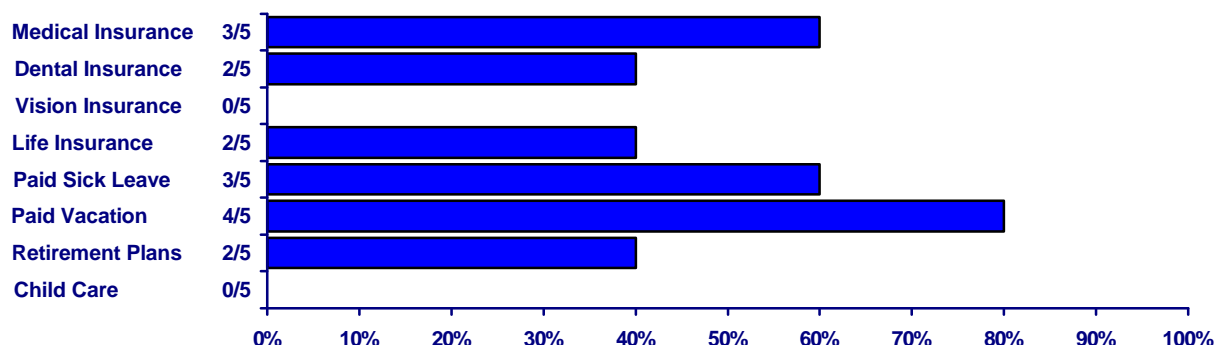
DESCRIPTION

Assemblers and fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a non-precision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations such as riveting, welding, soldering, machining, or sawing.

WAGES/BENEFITS

Non Union

	Low	High	Median
New hires, no experience	5.00	9.50	5.50
New hires, with experience	6.00	15.00	9.00
3 years with firm	8.50	16.50	10.31



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	560	Large	Projected New Jobs:	3/yr
Annual Projected Growth:	.5%		Openings due to Separations:	9/yr

EMPLOYERS REPORT 1996

Past year:	Many employers	- growth	Most employers	stability
Next three years:	Most employers	- growth	Some employers	- stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- not difficult	Many employers	- somewhat difficult
Experienced:	Most employers	- somewhat difficult	Some employers	- not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Structural wood members, nec	10.1%	2439
Gaskets, Packing and sealing device	5.7%	3053
Wood pallets and skids	5.0%	2448

ASSEMBLERS & FABRICATORS -EXC MACHINE, ELECTRICAL, ELECTRONIC, & PRECISION

DOT Code: TITLE

701.687-010 Assembler
706.684-022 Assembler, Small Parts
710.281-010 Assembler & Tester Electronics

DOT Code: TITLE

729.687-010 Assembler, Electrical Accessory
714.684-010 Assembler, Production Line
763.684-038 Furniture Assembler

EMPLOYER REQUIREMENTS

- Education:** All of the surveyed employers report that most new hires have completed high school or equivalent.
- Training:** Almost all employers report that they do not accept training as a substitute for experience.
- Experience:** Many employers usually require related work experience..

IMPORTANT SKILLS

Ability to see and read a tape measure, ability to read blueprints, soldering skills, good eye-hand coordination, possession of good color perception, and the ability to lift at least 50 pounds repeatedly.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide # N/A

Specific Vocational Preparation = 2

R M L

GED: 2 1 2

GOE Code: 06.04.23

Aptitudes:

Strength:

G V N S P Q K F M E C

4 4 4 4 4 4 3 3 3 5 5

Light

Environmental Conditions:

Exposure to loud noise

OTHER

Most employers recruit applicants through employee referral and the Employment Development Department. Most employers promote from within.

AUTOMOTIVE BODY & RELATED REPAIRERS



12 FIRMS RESPONDING

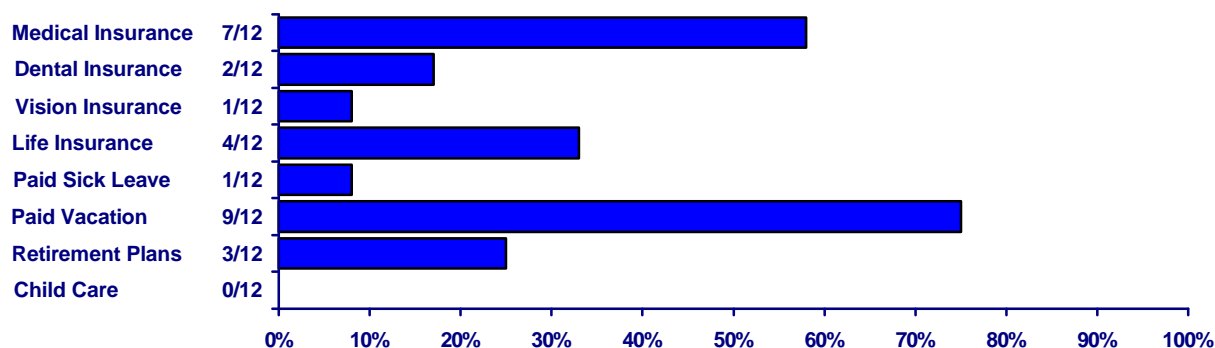
OES Code: 853050

DESCRIPTION

Automotive Body and Related Repairers repair, repaint and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	5.00	10.00	6.50
New hires, with experience	7.00	15.00	10.00
3 years with firm	10.00	18.00	15.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	170	Small	Projected New Jobs:	3/yr
Annual Projected Growth:	1.8%		Openings due to Separations:	4/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	- growth	Many employers	stability
Next three years:	Most employers	- stability	Many employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Some employers	- a little difficult	Some employers	- not difficult
Experienced:	Most employers	- somewhat difficult	Some employers	- very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Top & Body Repair & Paint Shops	51.1%	7532
New and used car dealers	24.7%	5511
Automobile Glass Replacement Shops	7.7%	7536

AUTOMOTIVE BODY & RELATED REPAIRERS

DOT Code:	TITLE	DOT Code:	TITLE
807.381-010	Automotive Body Repairer	807.267-010	Shop Estimator
807.381-018	Frame Repairer	807.484-010	Frame Straightener
807.381-022	Service Mechanic	845.381-018	Paint Sprayer, Sandblaster

EMPLOYER REQUIREMENTS

- Education:** Almost all employers report that most new hires have completed high school or equivalent.
- Training:** Most employers require new hires to have completed 12 months or more of vocational training with an I-CAR certificate.
- Experience:** Most employers usually require related work experience. and sometimes allow training to substitute for experience.

IMPORTANT SKILLS

Skill in working with fiberglass, ability to install vehicle glassmasking & welding skills, ability to apply various painting techniques, ability to tolerate dust and paint fumes, possession of good color perception, and ability to lift at least 70 pounds repeatedly.

TRAINING OPPORTUNITIES

Modesto Junior College
 435 College Ave
 Modesto, CA 95350
 (209) 575-6056
 Program length: 2-4 semesters
 Received upon completion: Certificate,* AA/AS

WORKER QUALIFICATION PROFILE

California Occupational Guide #	68	Environmental Conditions:
Specific Vocational Preparation =	7	Exposure to loud noise
R M L	G V N S P Q K F M E C	
4 3 4	Aptitudes: 3 3 3 2 2 4 3 3 3 5 4	
GOE Code: 05.05.06	Strength: Medium	

OTHER

Most recent new hires are recruited from employee referral and newspaper advertisements with some school or program referrals and some unsolicited self referrals.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

AUTOMOTIVE MECHANICS

17 FIRMS RESPONDING



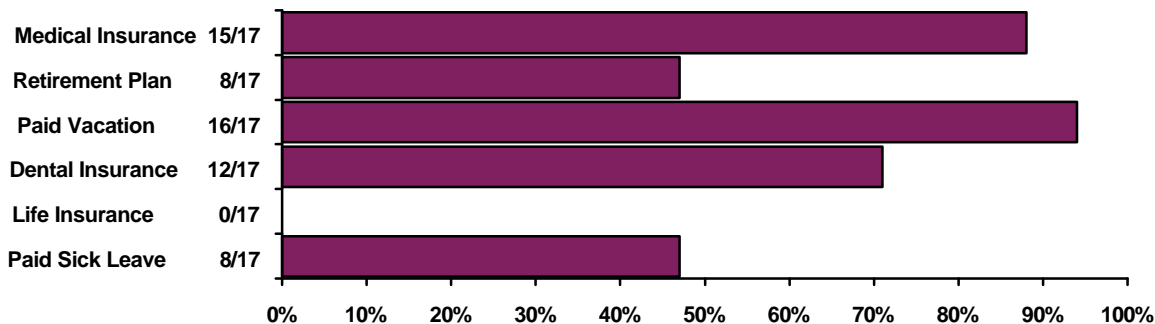
OES Code: 853020

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.50	12.00	7.00
New hires, with experience	6.00	16.00	11.63
3 years with firm	7.00	20.00	15.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	840	Very Large	Projected New Jobs:	23/yr
Annual Projected Growth:	3.0%		Openings due to Separations:	25/yr

SUPPLY/DEMAND ASSESSMENT

Inexperienced: Employers report no difficulty Experienced: Employers reported difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
New and Used Car Dealers	26%	5511
Auto and Home Supply Stores	8%	5531
Gasoline Service Stations	14%	5541
General Automotive Repair Shops	18%	7538

AUTOMOTIVE MECHANICS

DOT Code:
620.261-010

TITLE
Automobile Mechanic

EMPLOYER REQUIREMENTS

Education: Most responding employers report new hires have a high school education. Many report them to have vocational training and/or a certificate in various specialties.
Training: Many employers sometimes accept training as a substitute for experience.
Experience: Most employers require work experience.

IMPORTANT SKILLS

Possession of valid driver's license, mechanical aptitude, and smog control mechanic certification, ability to tune up engines, use electronic diagnostic equipment, repair brakes, repair emission controls, repair vehicle air conditioners, and vehicle heaters, and knowledge of fuel injection systems, and carburetion.

TRAINING OPPORTUNITIES

Turlock High School
1574 E Canal Dr, Rm 202
Turlock, CA 95380
(209) 667-0643

Program length: 4 semesters
Received upon completion: Certificate

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056

Program length: 4 semesters
Received upon completion: Certificate,*AA/AS

WORKER QUALIFICATION PROFILE

California Occupational Guide # 24
Specific Vocational Preparation = 7

Environmental Conditions:
Exposure to loud noise

R M L G V N S P Q K F M E C
GED: 4 3 3 Aptitudes: 3 3 4 2 3 4 3 3 2 4 4
GOE Code: 05.05.09 Strength: Medium

OTHER

This classification does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more information.

BAKERS

13 FIRMS RESPONDING

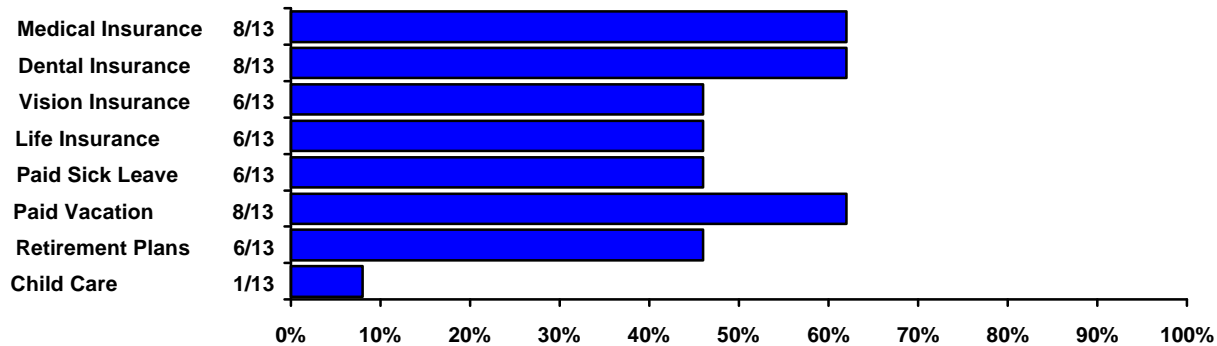
OES Code: 650210

DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.50	7.00	5.00	5.53	7.32	6.30
New hires, with experience	6.00	8.00	7.00	5.53	8.54	6.66
3 years with firm	7.00	14.00	8.00	6.50	12.20	9.17



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996: 170 Small Projected New Jobs: 5/yr
 Annual Projected Growth: 3.6% Openings due to Separations: 5/yr

EMPLOYERS REPORT 1995

Past year: Most employers - stability Some employers - growth/decline
 Next three years: Most employers - stability Some employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Some employers - a little difficult Many employers - somewhat difficult
 Experienced: Most employers - somewhat difficult Some employers - very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Eating Places	41.1%	5812
Retail Bakeries	29.2%	5461
Grocery Stores	18.9%	5411

BAKERS

DOT Code:
313.381-010

TITLE
Baker

EMPLOYER REQUIREMENTS

Education: 11 of the 13 surveyed employers report that most new hires have a high school diploma or equivalent.

Training: Many employers always accept training as a substitute for work experience.

Experience Many employers require work experience.

IMPORTANT SKILLS

Ability to lift at least 25 lbs, ability to stand continuously for 2 or more hours, ability to pass a pre-employment medical exam, general knowledge of pastry making, pastry decorating skills.

TRAINING OPPORTUNITIES

Modesto City Schools
1017 Reno Avenue Suite B
Modesto, CA 95351
(209) 576-4130
Program length: 4 1/2 months
Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 330
Specific Vocational Preparation = 6

Environmental Conditions:
Frequently hot, moderate noise,
and occasionally other conditions

R M L	G V N S P Q K F M E C
GED: 3 2 2	Aptitudes: 3 4 4 3 3 4 3 4 3 5 4
GOE Code: 05.10.08	Strength: Medium

OTHER

Nine of the 13 responding employers report promotional opportunities. Most employers recruit applicants through employee referral and newspaper advertisements.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

18 FIRMS RESPONDING

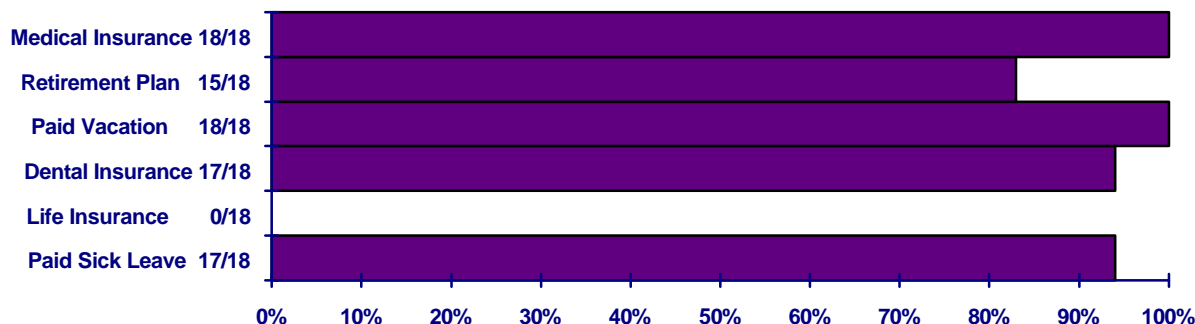
OES Code: 553380

DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	11.00	7.00	4.25	9.82	8.24
New hires, with experience	6.00	16.00	9.95	8.24	14.20	9.69
3 years with firm	7.50	19.25	12.30	9.15	14.30	11.50



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	2,560	Very Large	Projected New Jobs:	34/yr
Annual Projected Growth:	1.4%		Openings due to Separations:	52/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Government	8.5%	9030
Accounting, Auditing, and Bookkeeping Services	4.0%	8721
Eating Places	4.0%	5812
Grocery Stores	3.8%	5411

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

DOT Code:

216.482-010

TITLE

Accounting Clerk

EMPLOYER REQUIREMENTS

Education: Most responding employers report that new hires have a high school diploma or equivalent.

Training: Most employers sometimes accept training as a substitute for experience.

Experience: Employers usually require work experience.

IMPORTANT SKILLS

Ability to operate 10-key adding machine by touch, knowledge of specialized bookkeeping procedures, knowledge of payroll processing, ability to type at least 45 wpm, and knowledge of database software, and auditing skills.

TRAINING OPPORTUNITIES

Turlock High School (ROP)
1574 East Canal, Room 202, Turlock, CA 95380
(209) 667-0643
Program length: 2 semesters
Received upon completion: Certificate

Oakdale/Riverbank High Schools (ROP)
739 West G Street, Oakdale, CA 95361
(209) 847-3007
Program length: 2 semesters
Received upon completion: Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 3 semesters
Received upon completion: *AA/AS

WORKER QUALIFICATION PROFILE

California Occupational Guide # 26
Specific Vocational Preparation = 5

Environmental Conditions:
Moderate noise

R M L G V N S P Q K F M E C
GED: 4 3 3 Aptitudes: 3 3 3 4 3 2 3 3 4 5 5
GOE Code: 07.02.02 Strength: Sedentary

OTHER

The number of positions in this occupation is very large at 2,560. Although the entry wage is low in this occupation, the range and median wages indicate opportunity to earn a livable wage once experience is gained.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS



8 FIRMS RESPONDING

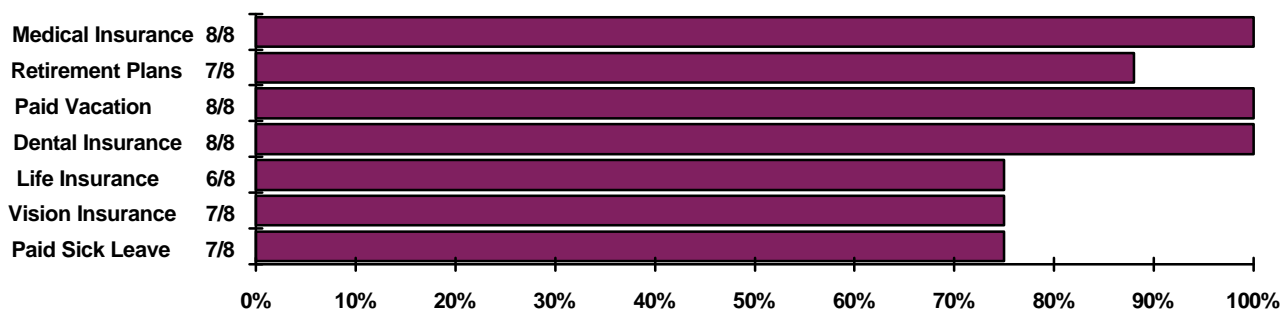
OES Code: 853110

DESCRIPTION

Bus or Truck mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. This occupation also includes those mechanics working primarily with automobile diesel engines.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	6.50	10.00	6.94	11.26	11.26	11.26
New hires, with experience	8.00	10.50	9.50	9.00	17.77	12.88
3 years with firm	10.50	12.50	11.81	12.00	14.62	13.77



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1993:	220	Medium	Projected New Jobs:	3/yr
Annual Projected Growth:	1.5 %		Openings due to Separations:	7/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Little difficulty

Experienced: Some difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Trucking, Without Storage	18%	4212
New & Used Car Dealers	9%	5511
Local Government	7%	9030
Automobile & Other Motor Vehicle	7%	5012

BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS

DOT Code:	TITLE	DOT Code:	TITLE
625.281-010	DIESEL MECHANIC	620.281-014	TRACTOR MECHANIC
620.281-046	MAINTENANCE MECHANIC	625.281-014	DIESEL, MECHANIC APPRENTICE
620.281-050	MECHANIC, INDUSTRIAL TRUCK	625.361-010	DIESEL, MECHANIC ERECTOR

EMPLOYER REQUIREMENTS

- Education:** Employers sampled report all recently hired employees have completed high school or equivalent.
- Training:** Employers report range of no training to over 2 years.
- Experience:** Sampled employers require related work experience, but will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Possession of automobile body and fender repair skills and valid Class A & B driver's licenses, ability to operate electronic auto diagnostic equipment, electric testing equipment, and repair diesel engines, and knowledge of hydraulics, and basic auto mechanics

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

RECRUITMENT PRACTICES USED

Most employers report using newspaper advertisements. Many report using current employee referrals and unsolicited walk-ins.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 251
Specific Vocational Preparation = 7

R M L	G V N S P Q K F M E C
GED: 3 2 2	Aptitudes: 3 3 3 3 3 4 3 3 2 4 4
GOE Code: 05.05.08	Strength: Medium

Environmental Conditions:
Occasional hot weather, and
toxic caustic chemicals

BUS DRIVERS, SCHOOL

13 FIRMS RESPONDING

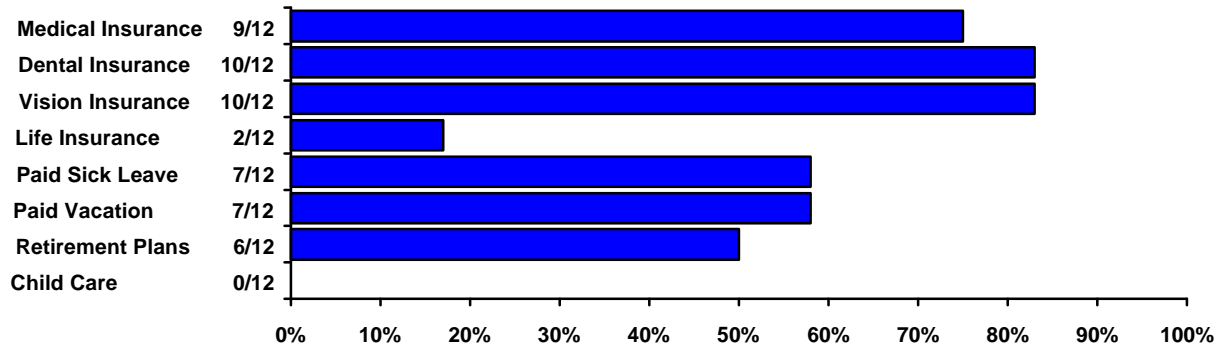
OES Code: 971110

DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	8.00	9.75	8.83	7.84	10.67	9.40
New hires, with experience	8.25	10.25	9.22	8.00	11.77	9.89
3 years with firm	8.50	11.25	9.83	8.00	12.19	10.47



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996	140	Medium	Projected New Jobs:	3/yr
Annual Projected Growth:	2.3%		Openings due to Separations:	2/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- stability	Some employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:
 Inexperienced: Most employers - somewhat difficult
 Experienced: Most employers - somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Elementary and Secondary Schools	49.0%	8211
School Buses	40.8%	4151

BUS DRIVERS, SCHOOL

DOT Code: 913.463-010
TITLE Bus Driver

EMPLOYER REQUIREMENTS

Education: 11 of the 12 surveyed employers report that most new hires have a high school diploma or equivalent.

Training: Most employers usually accept training as a substitute for work experience.

Experience Most employers usually require work experience.

IMPORTANT SKILLS

Possession of a valid Class B driver's license, ability to administer emergency first aid, ability to perform CPR, map reading skills, and multi-cultural familiarity

TRAINING OPPORTUNITIES

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Department of Motor Vehicles Commercial Issuance Sacramento, CA 95815-3832 (916) 657-5771 Nearest DMV office(s): 124 Burney, Modesto, CA 95354 (209) 576-6322 825 E Monte Vista, Tlk, CA 95380 (209) 634-1710	License \$58 Renewal (every 4 yrs.) \$28	Must be at least 18 to drive in CA & 21 to drive interstate; a medical report signed by licensed physician verifying physical ability to drive a school bus ; must pass a written & road performance for a Commercial Driver's license. Road test may be waived if a temporary school bus certificate has been issued by CHP.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 2	Environmental Conditions:
Specific Vocational Preparation = 4	Loud noise
R M L	G V N S P Q K F M E C
GED: 3 2 2	Aptitudes: 3 3 4 3 4 4 3 4 3 3 4
GOE Code: 09.03.01	Strength: Medium

OTHER

Almost half of the employees included in the survey work part time and over three fourths are female. The survey indicated a turnover of 10%, which is significantly higher than projections on the previous page. Most employers recruit applicants via newspaper advertisements.

BUTCHERS AND MEAT CUTTERS



9 FIRMS RESPONDING

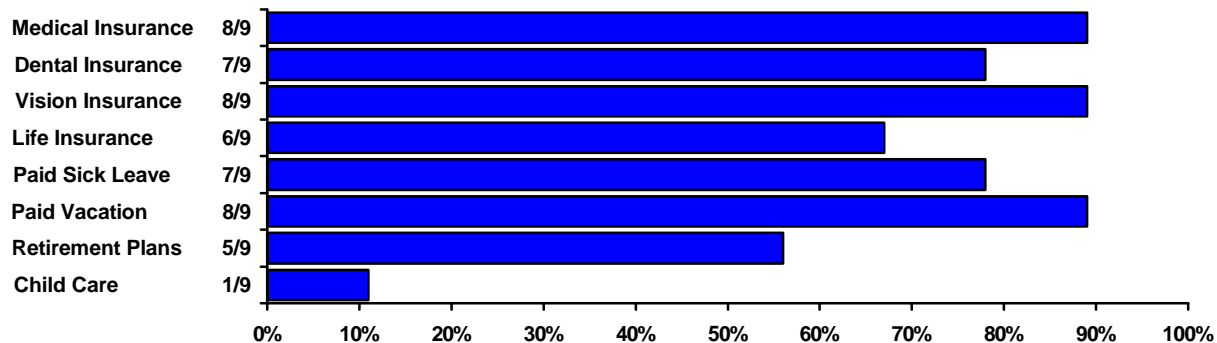
OES Code: 650230

DESCRIPTION

Butchers and Meat cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. This survey does not include butchers working in slaughtering.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	10.00	5.00	6.48	9.00	7.00
New hires, with experience	5.00	12.00	5.50	7.00	12.00	11.24
3 years with firm	6.50	17.75	10.00	15.83	17.00	16.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	250	Medium	Projected New Jobs:	-4/yr
Annual Projected Growth:	-1.6%		Openings due to Separations:	7/yr

EMPLOYERS REPORT 1996

Past year:	Many employers	-	stability	Some employers	growth
Next three years:	Almost all employers	-	stability	Some employers	growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	-	somewhat difficult	Some employers	-	a little difficult
Experienced:	Most employers	-	somewhat difficult			

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Grocery Stores	78.2%	5411
Meat and Fish Markets	11.1%	5421
Meats and Meat Products	8.1%	5147

BUTCHERS AND MEAT CUTTERS

DOT Code:
316.684-018

TITLE
Butchers & Meat Cutters

EMPLOYER REQUIREMENTS

Education: Almost all employers report that most new hires have completed high school or equivalent.

Training: Most employers sometimes allow training to substitute for work experience

Experience: Most employers usually require related work experience.

IMPORTANT SKILLS

Knowledge of meat carving, ability to stand for long periods of time and lift at least 60 pounds, inspecting skills, good color perception, ability to perform basic math computations, and cash handling skills.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 218
Specific Vocational Preparation = 6

Environmental Conditions:
Exposure to loud noise

R M L	G V N S P Q K F M E C
3 2 3	3 4 4 3 3 4 3 3 2 5 4
GOE Code: 05.10.08	Aptitudes: Strength: Heavy

OTHER

Most recent new hires are recruited from employee referral and newspaper advertisements with many unsolicited self referrals.

The demand for Butchers in California has diminished since Supermarket owners order their meat from major meat processing plants located in other states

CARPENTERS



9 FIRMS RESPONDING

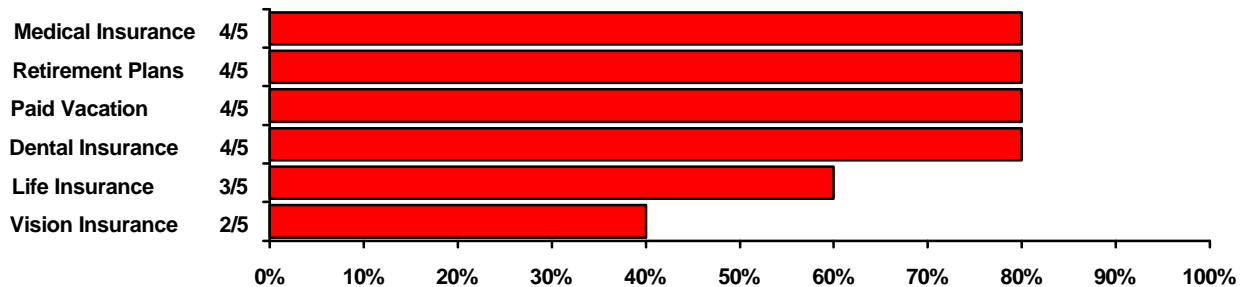
OES Code: 871020

DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members or fixtures or equipment using carpentry tools and wood working machines.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	12.00	7.50	8.03	8.38	8.21
New hires, with experience	7.00	19.25	11.50	10.00	20.93	15.47
3 years with firm	11.00	21.00	15.00	20.00	20.93	20.35



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1993:	930	Very Large	Projected New Jobs:	17/yr
Annual Projected Growth:	1.8%		Openings due to Separations:	17/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: No difficulty

Experienced: Little difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Single Family Housing Construction	34%	1521
Carpentry Work	30%	1751
Non-Residential Construction	13%	1542

CARPENTERS

DOT Code:

860.381-022

860.381-026

860.281-010

TITLE

Carpenter

Carpenter Apprentice

Carpenter Maintenance

DOT Code:

860.381-050

860.381-054

TITLE

Joiner

Joiner Apprentice

EMPLOYER REQUIREMENTS

Education: Most new hires have completed high school or equivalent.

Training: Most new hires have had no vocational training. Some have been in formal apprenticeships.

Experience: Most employers require related work experience, but some employers will allow training to substitute for work experience.

IMPORTANT SKILLS

Ability to read blue prints, possession of finish carpentry skills, rough carpentry skills, agility and coordination, and ability to lift at least 50 pounds repeatedly, and perform strenuous, physically demanding work.

TRAINING OPPORTUNITIES

Modesto City Schools
1017 Reno Avenue, Suite B
Modesto, CA 95351
(209) 576-4137

Program length: 2 semesters
Received upon completion: Certificate

RECRUITMENT PRACTICES USED

Most employers report using current employee referrals. Some report using union hall referrals and some report using unsolicited walk-ins. Many employers use part-time and seasonal help.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 169

Specific Vocational Preparation = 4

R M L

GED: 3 2 2

GOE Code: 05.05.02

G V N S P Q K F M E C

Aptitudes: 3 4 4 4 4 4 3 3 3 5 5

Strength: Medium

Environmental Conditions:

Occasional exposure to bad weather, loud noise, and high exposed places.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

CHILD CARE WORKERS

14 FIRMS RESPONDING

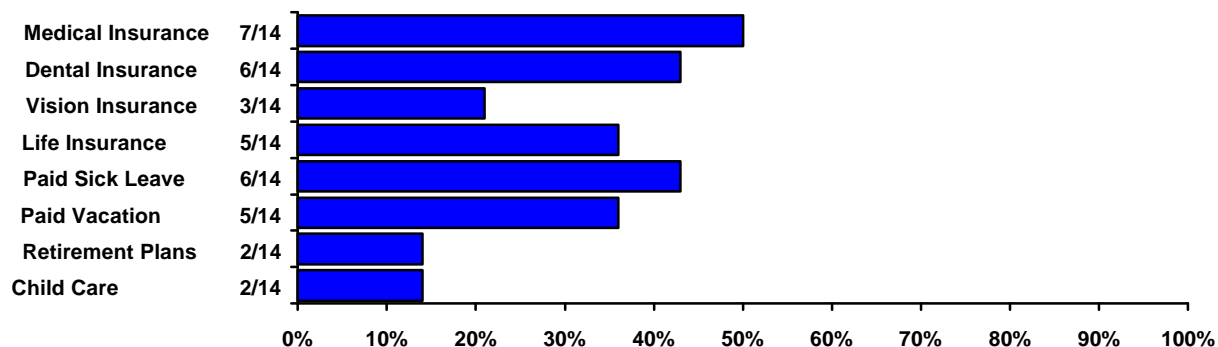
OES Code: 680380

DESCRIPTION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. This does not include workers whose primary function is to teach in a structured setting.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	6.00	4.50
New hires, with experience	4.25	6.00	5.00
3 years with firm	4.50	7.50	6.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	190	Small	Projected New Jobs:	7/yr
Annual Projected Growth:	4.2%		Openings due to Separations:	2/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- stability	Many employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- not difficult	Many employers	- somewhat difficult
Experienced:	Many employers	- somewhat difficult		

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Residential Care	40.5%	8361
Civic and Social Associations	14.0%	8641
Bowling Centers	10.5%	7933
Physical Fitness Facilities	10.5%	7911

CHILD CARE WORKERS

DOT Code: TITLE

359.677-010 Attendant, Children's Institute

359.677-018 Nursery School Attendant

DOT Code: TITLE

355.674-010 Child Care Attendant, School

359.677-026 Playroom Attendant

EMPLOYER REQUIREMENTS

Education: Eight of the 14 surveyed employers report new hires with some college but no degrees, four report with HS or equivalent, and two report new hires with AA degrees.

Training: Many employers usually accept training as a substitute for work experience.

Experience: Many employers always require work experience, while many never require work experience..

IMPORTANT SKILLS

Pass a pre-employment medical examination, early childhood care certificate, require knowledge of care of preschool children, multi-cultural familiarity, and possess knowledge of children with special needs.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP)
1017 Reno Avenue, Suite B, Modesto, CA 95351
(209) 576-4137
2 semesters long, Certificate upon completion

Oakdale/Riverbank High Schools (ROP)
739 West G Street, Oakdale, CA 95361
(209) 869-1891
2 semesters long, Certificate upon completion

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
1-3 semesters, *A.A./A.S, or certificate upon completion

LICENSING

Title and Authority:

License or exam fee: Other requirements:

CA Dept. of Social Services
Community Care Licensing
Division
2400 Glendale Lane, Suite C
Sacramento, CA 95825
(916) 574-2346 or
8745 Folsom Boulevard, Suite 200
Sacramento, CA 95826, (916) 366-2286

Fees vary- contact
licensing authority

Regular Children's Center Instructional
Permit
24 units of work in early childhood
education/child development, 2
experience periods of at least 100 days
each during a 3 year period,
16 units of general education courses

WORKER QUALIFICATION PROFILE

California Occupational Guide # 505
Specific Vocational Preparation = 3

Environmental Conditions:
Moderate noise

R M L

G V N S P Q K F M E C

GED: 3 2 3

Aptitudes: 3 3 4 4 3 4 3 4 3 4 4

GOE Code: 10.03.03

Strength: Medium

OTHER

Most employers recruit via newspaper advertisements and employee referrals. Most employees are part time or seasonal.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

COMPUTER OPERATORS

16 FIRMS RESPONDING

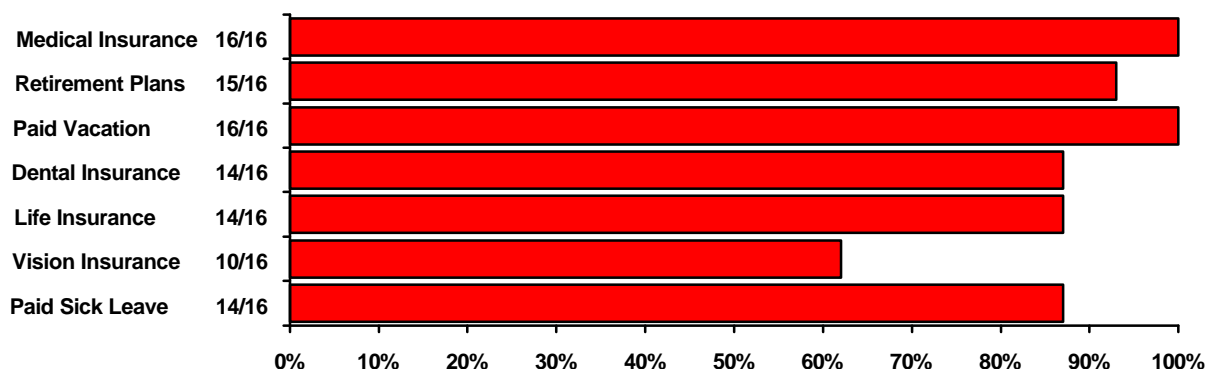
OES Code: 560110

DESCRIPTION

Computer Operators monitor and control electronic computers to process business, scientific, engineering, and other data according to operating instructions.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	6.00	12.00	7.50	11.39	11.41	11.40
New hires, with experience	6.50	12.00	8.41	10.55	11.41	11.39
3 years with firm	7.50	15.00	10.00	12.21	13.30	12.56



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1993:	155	Small	Projected New Jobs:	3/yr
Annual Projected Growth:	2.2%		Openings due to Separations:	2/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Little difficulty

Experienced: Some difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Accounting, Auditing & Bookkeeping	13%	8721
General Medical & Surgical Hospitals	13%	8062
Local Government	6%	9030
Canned Fruits & Vegetables	6%	2033

COMPUTER OPERATORS

DOT Code:

213.362-010

203.582-054

203.362-018

TITLE

Computer Operator

Terminal Operator

Terminal System Operator

EMPLOYER REQUIREMENTS

Education: All sampled employers report most new hires have completed high school or equivalent. Some employers report some new hires have completed AA or BS degrees.

Training: Most new hires have had vocational training.

Experience: Most employers require related work experience, but will sometimes allow training as a substitute for work experience.

IMPORTANT SKILLS

Ability to operate peripheral equipment, knowledge of mainframe, minicomputer, and microcomputer hardware and operating systems, and ability to lift at least 60 pounds repeatedly, and handle crisis situations.

TRAINING OPPORTUNITIES

Worldwide Educational Services

1230 13th Street

Modesto, CA 95354

(209) 575-1933

Program length: 160 hours

Received upon completion:* Certificate

RECRUITMENT PRACTICES USED

Most employers report using newspaper advertisements and in-house promotion/transfer. Some report using unsolicited walk-ins, current employee referrals, Employment Development Department (EDD), and community organizations. Some employers hire part-time applicants.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 99

Specific Vocational Preparation = 6

R M L

G V N S P Q K F M E C

GED: 4 2 3

Aptitudes: 3 3 3 3 3 2 3 3 4 4 4

GOE Code: 07.06.01

Strength: Light

Environmental Conditions:

Moderate noise

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

COMPUTER PROGRAMMERS & AIDES

5 FIRMS RESPONDING

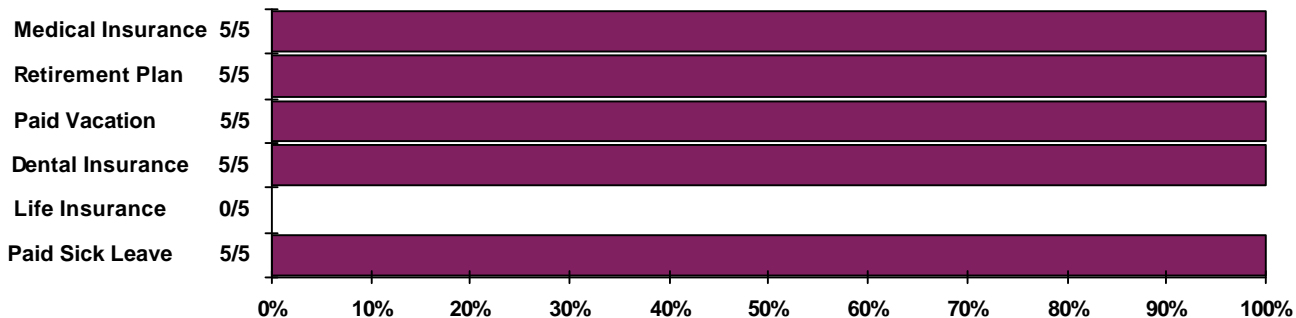
OES Code: 251051

DESCRIPTION

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	N/A	N/A	N/A	N/A	N/A	N/A
New hires, with experience	13.75	21.25	17.44	17.08	17.08	17.08
3 years with firm	15.00	24.50	23.26	20.80	20.80	20.80



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	250	Medium	Projected New Jobs:	6/yr
Annual Projected Growth:	2.5%		Openings due to Separations:	5/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Government	25.5%	9030
Canned Fruits and Vegetables	5.1%	2033
Computer Programming Services	4.7%	7371
Computer Facilities Management	4.7%	7376

COMPUTER PROGRAMMERS & AIDES

DOT Code:	TITLE
020.162-014	Programmer, Business
020.167-018	Programmer, Chief, Business
020.167-022	Programmer, Engineering/Science
020.187-010	Programmer, Information Systems
020.262-010	Software Technician

EMPLOYER REQUIREMENTS

Education: Employers report that new hires usually have a BS degree.
Training: Employers sometimes accept training as a substitute for experience.
Experience: Employers usually require work experience.

IMPORTANT SKILLS

Knowledge of mainframe and minicomputer hardware and operating systems, ability to use diagnostics programs, possession of statistical programming skills, and the ability to write/edit and debug computers.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP) 1017 Reno Avenue, Suite B Modesto, CA 95351 (209) 576-4137 Program length: 2 semesters Received upon completion: Certificate	Modesto Junior College 435 College Avenue Modesto, CA 95350 (209) 575-6056 Program length: 2-4 semesters Received upon completion:* AA/AS
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WORKER QUALIFICATION PROFILE

California Occupational Guide # 81	Environmental Conditions:
Specific Vocational Preparation = 7	Moderate noise
R M L	G V N S P Q K F M E C
GED: 5 4 5	Aptitudes: 2 2 2 4 4 1 4 4 4 5 5
GOE Code: 11.01.01	Strength: Sedentary

OTHER

The number of responding employers for this occupation was limited.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

COOKS, RESTAURANT

9 FIRMS RESPONDING






OES Code: 650260

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	7.25	5.00
New hires, with experience	4.50	10.00	7.00
3 years with firm	7.00	17.00	8.00

Medical Insurance	7/9	
Retirement Plans	3/9	
Paid Vacation	8/9	
Dental Insurance	5/9	
Life Insurance	0/9	
Paid Sick Leave	3/9	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	800	Large	Projected New Jobs:	32/yr
Annual Projected Growth:	4.4%		Openings due to Separations:	25/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Eating Places	91%	5812

COOKS, RESTAURANT

DOT Code:
313.361-014

TITLE
Cook

EMPLOYER REQUIREMENTS

Education: Most responding employers report that new hires have a high school diploma or equivalent.
Training: Most employers sometimes accept training as a substitute for experience.
Experience: Employers usually require work experience.

IMPORTANT SKILLS

Ability to lift at least 30 pounds repeatedly, taste and smell, stand continuously for 2 or more hours, and follow purchasing orders, possession of sauce making skills, and knowledge of safety and sanitation requirements.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP)
1017 Reno Avenue, Suite B, Modesto, CA 95351
(209) 576-4137
Program length: 8 semesters
Received upon completion: Certificate

Turlock High School (ROP)
1574 East Canal, Room 202, Turlock, CA 95380
(209) 667-0643
Program length 4 semesters
Received upon completion: Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 2 semesters
Received upon completion: Certificate,* AS

WORKER QUALIFICATION PROFILE

California Occupational Guide # 93

Specific Vocational Preparation = 7

R M L

G V N S P Q K F M E C

GED: 3 3 3

Aptitudes: 3 3 3 4 3 3 3 3 5 4

GOE Code: 05.05.17

Strength: Medium

Environmental Conditions:

Frequent heat and moderate noise

OTHER

The number of positions in this occupation is large at 800 with a turnover of about 30% so there does appear to be opportunity. The entry wage is low but with experience the median wage looks better

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

CORRECTIONS OFFICERS AND JAILERS

1 FIRM RESPONDING



OES Code: 630170

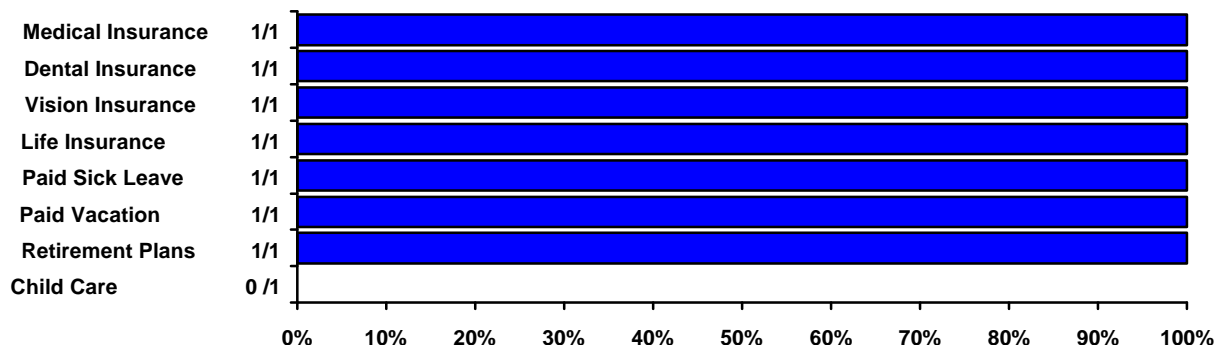
DESCRIPTION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

WAGES/BENEFITS

Union

	Low	High	Median
New hires, no experience	14.89	14.89	14.89
New hires, with experience	14.89	14.89	14.89
3 years with firm	16.42	16.42	16.42



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996: 145	Small	Projected New Jobs:	2/yr
Annual Projected Growth: 1.7%		Openings due to Separations:	1/yr

EMPLOYERS REPORT 1995

Past year:	Only employer	- growth
Next three years:	Only employer	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Only employer - Not difficult

Experienced: Only employer - Not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Government	100%	9030

CORRECTIONS OFFICERS AND JAILERS

DOT Code:
372.667-018

TITLE
Correction Officer

EMPLOYER REQUIREMENTS

Education: The surveyed employer reports new hires with college but no degree.
Training: The employer usually accepted training as a substitute for work experience.
Experience The employer sometimes requires work experience.

IMPORTANT SKILLS

Ability to interview others for information, ability to administer emergency first aid, ability to pass a pre-employment medical examination, ability to pass a physical performance test, understanding a variety of cultures.

TRAINING OPPORTUNITIES

Ceres High School (ROP)
2320 Central Avenue, Ceres, CA 95307
(209) 538-0150
Program length: (360 hours) 2 semesters
Received upon completion: Certificate

Modesto City Schools (ROP)
1017 Reno Avenue, Modesto, CA 95351
(209) 576-4137
Program length: 360 hours (2 semesters)
Received upon completion: Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 2 semesters
Received upon completion:* Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 220
Specific Vocational Preparation = 4

R M L	G V N S P Q K F M E C
GED: 3 2 2	Aptitudes: 3 3 4 4 3 4 3 4 3 5 5
GOE Code: 04.02.01	Strength: Medium

Environmental Conditions:
Moderate noise, occasionally
explosives, and frequently other
conditions

OTHER

The employer reports that 33 of the 145 employees in this occupation are female which equates to 23%, just 2% less than the required 25% to escape the definition of non-traditional employment for women. Twenty-two employees were hired over the last twelve months, four due to promotions 8 to growth, and ten to turnover.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Training Directory for more specific information.

COUNTER AND RENTAL CLERKS

15 FIRMS RESPONDING

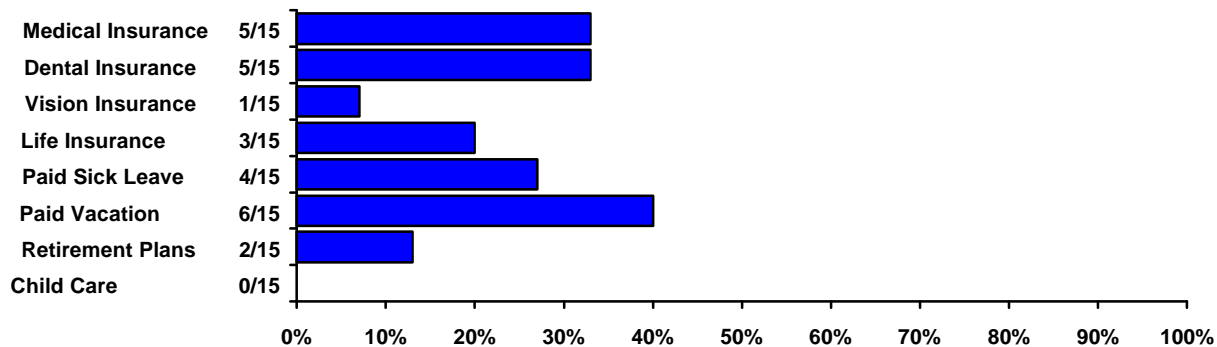
OES Code: 490170

DESCRIPTION

Counter and rental clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	5.75	4.75
New hires, with experience	4.25	7.00	5.00
3 years with firm	4.25	8.25	6.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	350	Medium	Projected New Jobs:	15/yr
Annual Projected Growth:	5.2%		Openings due to Separations:	5/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stable	Many employers	- growth
Next three years:	Most employers	- growth	Many employers	- stable

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- a little difficult	Some employers	- not difficult
Experienced:	Most employers	- somewhat difficult	Some employers	- a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Department Stores	24.6%	5311
Amusement and Recreation	19.6%	7999
Dry-cleaning Plants, except Rug	11.5%	7216

COUNTER AND RENTAL CLERKS

DOT Code: TITLE

249.362-010 Counter Clerk

295.357-010 Apparel Rental Clerk

295.367-026 Storage Facility Rental Clerk

DOT Code: TITLE

295.467-026 Automobile Rental Clerk

295.357-014 Tool & Equip. Rental Clerk

EMPLOYER REQUIREMENTS

Education: 12 of the 15 surveyed employers report that most new hires have a high school diploma or equivalent.

Training: Most employers sometimes accept training as a substitute for work experience.

Experience Many employers do not require work experience.

IMPORTANT SKILLS

Knowledge of inventory techniques, ability to lift 50 pounds, ability to stand for prolonged periods, product knowledge, customer service skills, and cash handling skills.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP)

1017 Reno Avenue Suite B

Modesto, CA 95351

(209) 576-4137

Program length: 2 semesters

Received upon completion: Certificate

*

Turlock High School (ROP)

1574 East Canal, Rm. 202

Turlock, CA 95380

(209) 667-0643

Program length: 2 semesters

Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 74

Specific Vocational Preparation = 5

R M L

GED: 4 2 4

GOE Code: 07.03.01

G V N S P Q K F M E C

Aptitudes: 3 3 3 4 4 3 4 3 4 5 5

Strength: Light

Environmental Conditions:

Quiet

OTHER

Most positions covered by this survey are part time with a 29% turnover rate. This survey revealed an 11% growth in this occupation over the last year amongst those employers sampled.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

DATA PROCESSING EQUIPMENT REPAIRERS

4 FIRMS RESPONDING



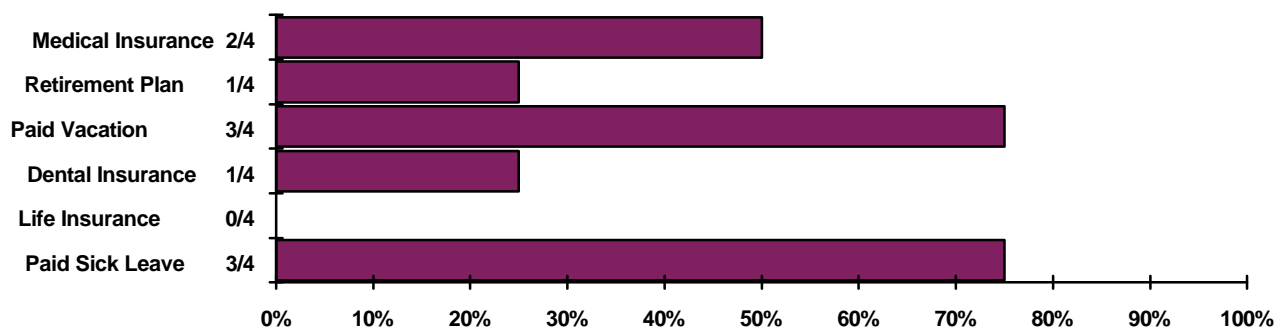
OES Code: 857050

DESCRIPTION

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	5.00	14.00	8.14
New hires, with experience	7.50	15.00	10.03
3 years with firm	10.00	20.00	10.76



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	10	Small	Projected New Jobs:	1/yr
Annual Projected Growth:	2.8%		Openings due to Separations:	0/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Radio, TV, and Electronic stores	36%	5731
Computer and Software stores	36%	5734

DATA PROCESSING EQUIPMENT REPAIRERS

DOT Code:

633.261-010

828.281-014

TITLE

Assembly Technician

Electronics-Mechanic Apprentice

EMPLOYER REQUIREMENTS

Education: Half of the responding employers report that most new hires have a high school diploma and half report most have an AA degree.

Training: Most employers sometimes accept training as a substitute for experience.

Experience: Employers usually require work experience.

IMPORTANT SKILLS

Use of analog and digital computers, ability to operate electronic testing equipment and diagnostic programs, and knowledge of microcomputer hardware and EDP systems engineering.

TRAINING OPPORTUNITIES

Turlock High School (ROP)
1574 East Canal, Room 202, Turlock, CA 95380
(209) 667-0643
Program length: 90-880 hours
Received upon completion: Certificate

Modesto City Schools (ROP)
1017 Reno Avenue, Suite B, Turlock, CA 95351
(209) 576-4137
Program length: 2 semesters
Received upon completion: Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 2 semesters
Received upon completion: Certificate,*AA/AS

WORKER QUALIFICATION PROFILE

California Occupational Guide # 152
Specific Vocational Preparation = 6

R M L G V N S P Q K F M E C
GED: 4 3 3 Aptitudes: 2 3 3 2 2 4 3 3 3 5 4
GOE Code: 06.01.04 Strength: Medium

Environmental Conditions:
Moderate noise and
occasional electrical shock.

OTHER

The number of positions in this occupation for this county is very small. This is a limited study.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

DAIRY PROCESSING EQUIPMENT OPERATORS

5 FIRMS RESPONDING

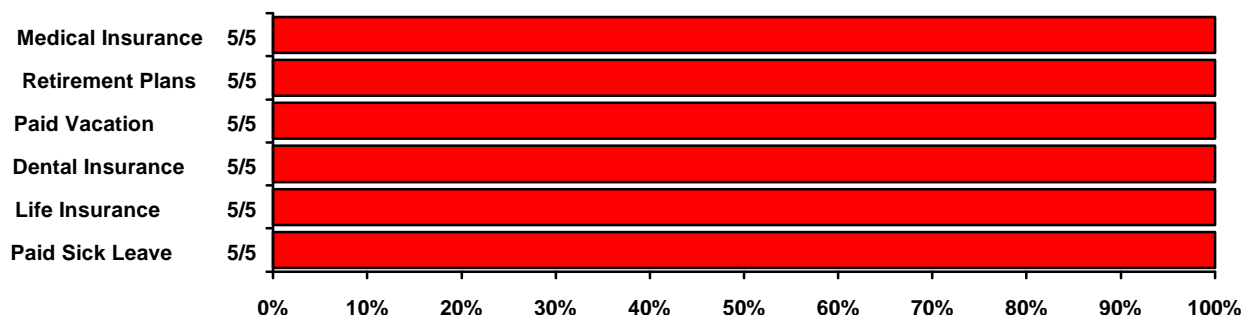
OES Code: 929320

DESCRIPTION

Dairy Processing Equipment Operators, including Setters, set up, operate, or tend continuous flow or vat-type equipment to process milk, cream, or other dairy products following specified methods and formulas.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	10.75	13.00	12.40
New hires, with experience	10.75	13.00	12.02
3 years with firm	11.50	16.00	14.20



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994: 20 Small Projected New Jobs: 0/yr
 Annual Projected Growth: 1.5% Openings due to Separations: 1/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Cheese, Natural and Processed	36%	2022
Dry, Condensed, Evaporated Products	32%	2023
Fluid Milk	32%	2026

DAIRY PROCESSING EQUIPMENT OPERATORS

DOT Code:
529.382-018

TITLE
Dairy Processing Equipment Operator

EMPLOYER REQUIREMENTS

- Education:** All of the responding employers reported that most of their recently hired employees in this occupation have a high school or equivalent level of education.
- Training:** According to most of the surveyed employers, training is usually acceptable as a substitute for experience.
- Experience:** Most of the responding employers reported that work experience is usually required for new hires in this occupation.

IMPORTANT SKILLS

Ability to lift at least 50 pounds repeatedly, operate precision measuring instruments and implement safe work practices, possession of mechanical aptitude, and knowledge of dairy processing equipment.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056
Program length: 2-4 semesters (approx.)
Received upon completion:*AS

WORKER QUALIFICATION PROFILE

California Occupational Guide #	N/A	Environmental Conditions:
Specific Vocational Preparation =	5	Exposure to loud noise,
R M L	G V N S P Q K F M E C	occasional wet/humid
GED: 4 2 3	Aptitudes: 3 3 4 3 3 4 3 3 3 5 4	conditions and mechanical
GOE Code: 06.02.15	Strength: Heavy	parts.

OTHER

This study is based on responses from five employers. It appears that the duties of this occupation are beginning to become mechanized.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

DENTAL ASSISTANTS

15 FIRMS RESPONDING

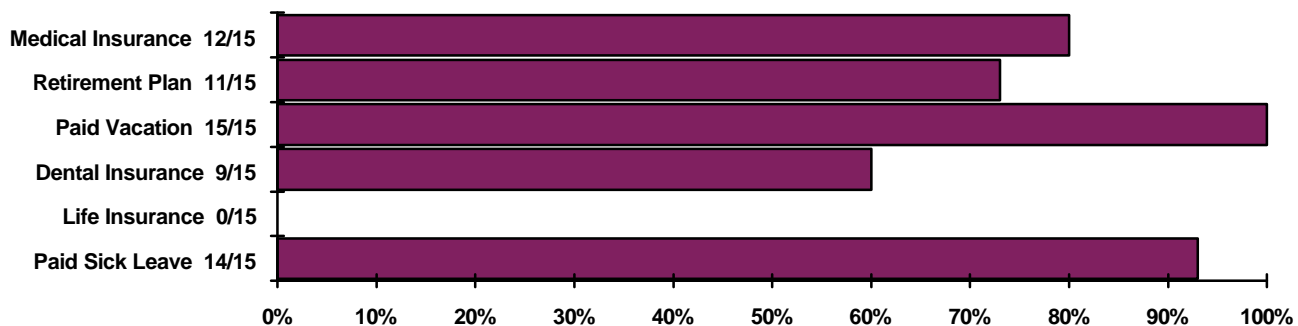
OES Code: 660020

DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.50	9.75	7.00
New hires, with experience	6.00	13.50	9.00
3 years with firm	8.00	15.50	11.63



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	280	Medium	Projected New Jobs:	8/yr
Annual Projected Growth:	3.3%		Openings due to Separations:	6/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Offices and Clinics of Dentists	98.7%	8021

DENTAL ASSISTANTS

DOT Code:
079.361-018

TITLE
Dental Assistant

EMPLOYER REQUIREMENTS

- Education:** Most employers report that new hires have a high school diploma or equivalent. Some report they have an AA degree.
- Training:** Employers usually require training. They sometimes accept training as a substitute for experience.
- Experience:** Most employers require work experience.

IMPORTANT SKILLS

Ability to perform or assist with dental procedures, possession of a radiation safety certificate, ability to follow laboratory procedures, knowledge of dental materials, ability to write effectively, and possession of a Registered Dental Assistant (RDA) Certificate.

TRAINING OPPORTUNITIES

Galen College of Medical & Dental Assistants
1604 Ford Avenue, Suite 10
Modesto, CA 95350
(209) 527-5084
Program length: 8.5 months
Received upon completion: Diploma, (ready for dental board exam)

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056
Program length : 2 semesters
Received upon completion:*AA/AS

WORKER QUALIFICATION PROFILE

California Occupational Guide # 27
Specific Vocational Preparation = 6
R M L G V N S P Q K F M E C
GED: 4 3 4 Aptitudes: 3 3 3 4 3 3 4 3 3 4 4
GOE Code: 10.03.02 Strength: Light

OTHER

Employers report that most of their new hires have a Registered Dental Assistant (RDA) certificate. With training programs available in the area, employers have no difficulty finding qualified applicants.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

DENTAL HYGIENISTS

17 FIRMS RESPONDING

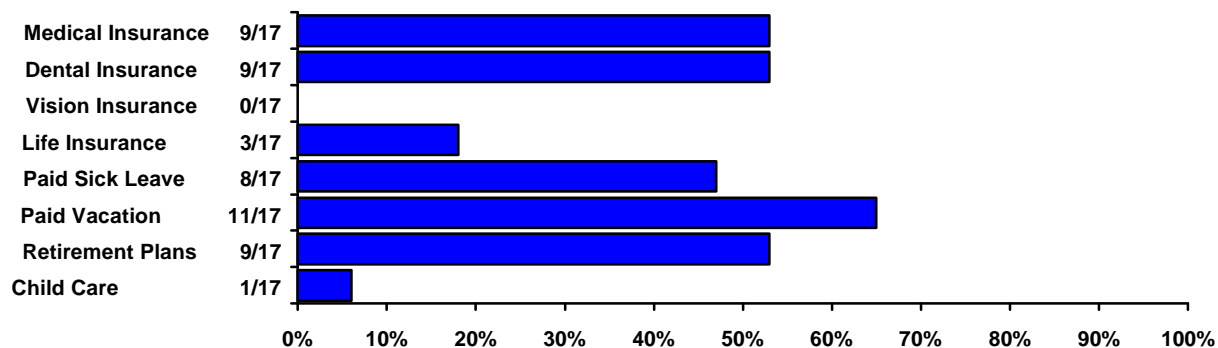
OES Code: 329080

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	25.00	31.25	30.00
New hires, with experience	25.00	40.00	30.00
3 years with firm	30.00	40.00	34.25



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	190	Small	Projected New Jobs:	6/yr
Annual Projected Growth:	3.6%		Openings due to Separations:	3/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Many employers	- growth
Next three years:	Most employers	- stability	Many employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- somewhat difficult	Some employers	- very difficult
Experienced:	Some employers	- a little difficult	Some employers	- somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Offices and Clinics of Dentists	98.6%	8021

DENTAL HYGIENISTS

DOT Code: 078.361-010
TITLE Dental Hygienist

EMPLOYER REQUIREMENTS

Education: Surveyed employers report new hires with BA or AA degrees.

Training: Many employers do not accept training as a substitute for work experience, some do.

Experience Some employers usually require work experience.

IMPORTANT SKILLS

Radiation Safety Certificate, apply decay preventive agents, anesthesiology, possess dental hygienist license, knowledge of instrument sterilization, infection control, and assess dental care needs.

TRAINING OPPORTUNITIES

There are no Dental Hygienist training programs in Stanislaus County.

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Committee on Auxiliaries	Application \$ 20.	Graduate from an accredited ADA
1428 Howe Ave., Suite 58	Performance Exam \$155.	dental hygiene program.
Sacramento, CA 95825	Renewal (every 2 yrs.) \$ 40.	
(916) 263-2595		

WORKER QUALIFICATION PROFILE

California Occupational Guide # 155	Environmental Conditions:
Specific Vocational Preparation = 6	Quiet
R M L	G V N S P Q K F M E C
GED: 4 3 4	Aptitudes: 2 3 3 2 3 4 2 2 2 4 4
GOE Code: 10.02.02	Strength: Light

OTHER

Sixty-five percent of the employees covered by the survey work part time. Most employers depend on employee referrals for recruitment for this occupation. They also recruit via newspaper advertisements.

Dental offices usually block out a day of appointments and pay the Hygienist for that block.

DRIVER / SALES WORKERS



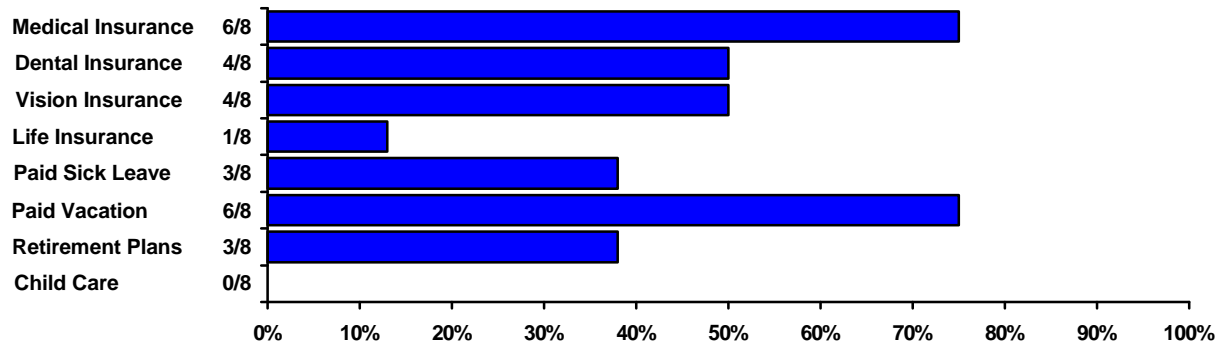
8 FIRMS RESPONDING **OES Code: 971170**

DESCRIPTION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. This occupation includes newspaper delivery drivers.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	7.00	5.00	10.24	10.24	10.24
New hires, with experience	5.00	10.00	9.00	10.24	10.24	10.24
3 years with firm	6.00	12.00	10.36	12.81	12.81	12.81



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	550	Large	Projected New Jobs:	10/yr
Annual Projected Growth:	2.0%		Openings due to Separations:	13/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	-	stability	
Next three years:	Employers split	-	stability	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Employers split	somewhat difficult	not difficult
Experienced:	Employers split	very difficult	somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Eating Places	29.9%	5812
Canned Fruits and Vegetables	7.9%	2033
Newspapers	7.4%	2711
Groceries, General Line	7.0%	5141

DRIVER / SALES WORKERS

DOT Code:	TITLE
292.353-010	Driver, Sales Route
292.363-010	Sales Worker

EMPLOYER REQUIREMENTS

Education:	Many employers report most new hires have completed high school or equivalent and some employers report most new hires with college but no degree.
Training:	Almost all employers report that training is not acceptable in lieu of experience.
Experience:	Many employers require 12 months related work experience.

IMPORTANT SKILLS

Possession of a good DMV driving record and good customer service skills. Ability to read invoices and perform math calculations

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide #	N/A
Specific Vocational Preparation =	3
R M L	G V N S P Q K F M E C
3 2 3	3 3 3 4 4 3 3 4 3 3 4
GOE Code: 08.02.07	Aptitudes: Strength: Medium

OTHER

Most recent new hires are recruited from employee referral, newspaper ads, and the Employment Development Department (EDD).

ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS



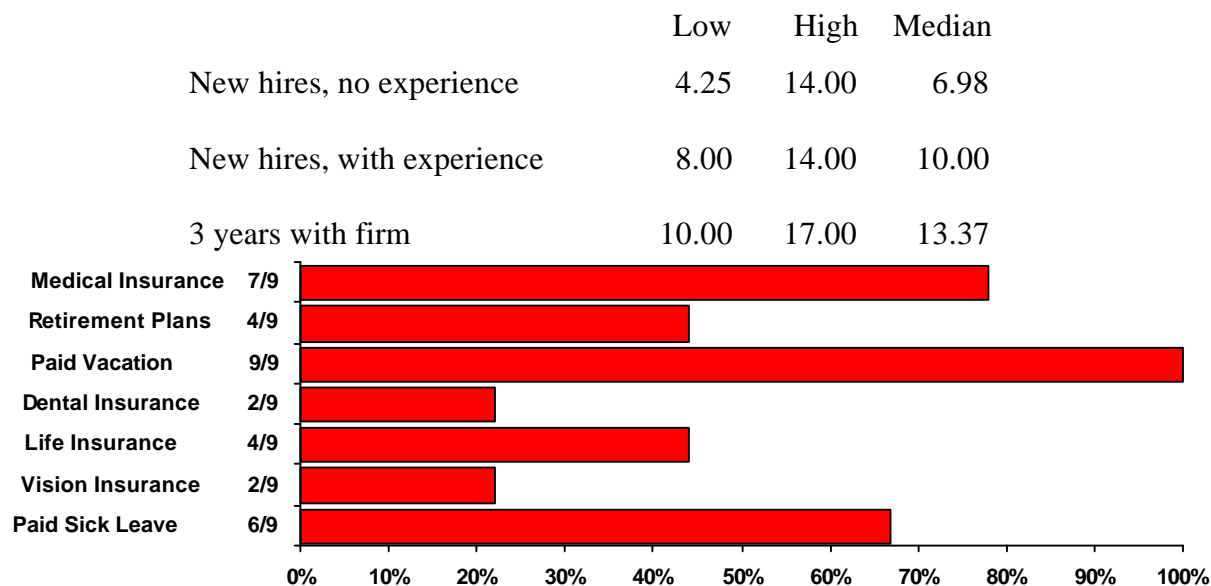
9 FIRMS RESPONDING

OES Code: 225050

DESCRIPTION

Electrical and Electronic engineering technicians and technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions.

WAGES/BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1993:	170	Small	Projected New Jobs:	2/yr
Annual Projected Growth:	1%		Openings due to Separations:	2/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Some difficulty

Experienced: Some difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Government	40%	9030
Office Equipment	10%	5044
Sanitary Paper Products	8%	2676
Engineering Services	5%	8711

ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS

DOT Code: TITLE

003.161-010 Electrical Technician
003.161-018 Technician, Semiconductors

DOT Code: TITLE

003.261-010 Instrumentation Technician
726.281-010 Electrician, Research

EMPLOYER REQUIREMENTS

Education: Employers report most recent new hires have completed high school or equivalent. Employers report some have AA degrees.

Training: Most new hires have vocational training.

Experience: Many employers require related work experience. Most employers will allow training to substitute for work experience.

IMPORTANT SKILLS

Knowledge of algebra, geometry and trigonometry, ability to operate electric testing equipment, ability to operate electronics testing equipment, knowledge of electronic & electrical technology, understanding of circuit design, knowledge of physics, and possession of good color perception.

TRAINING OPPORTUNITIES

Central Valley Electrical Joint Apprenticeship/
Training Committee
519 12th Street
Modesto, CA 95345
(209) 524-1197
Program length: 5 years
Received upon completion: Certificate

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056
Program length: 2 semesters
Received upon completion: *Certificate, AA/AS

RECRUITMENT PRACTICES USED

Most employers report using newspaper advertisements. Many report using current employee referrals and Employment Development Department (EDD).

WORKER QUALIFICATION PROFILE

California Occupational Guide # 60
Specific Vocational Preparation = 7

Environmental Conditions:
Moderate noise

R M L G V N S P Q K F M E C
GED: 4 4 4 Aptitudes: 2 2 2 2 2 3 2 2 2 4 4
GOE Code: 05.01.01 Strength: Light

* Program names and requirements may vary slightly. Please refer to the Vocational Directory for specific information.

ELECTRICIANS



15 FIRMS RESPONDING

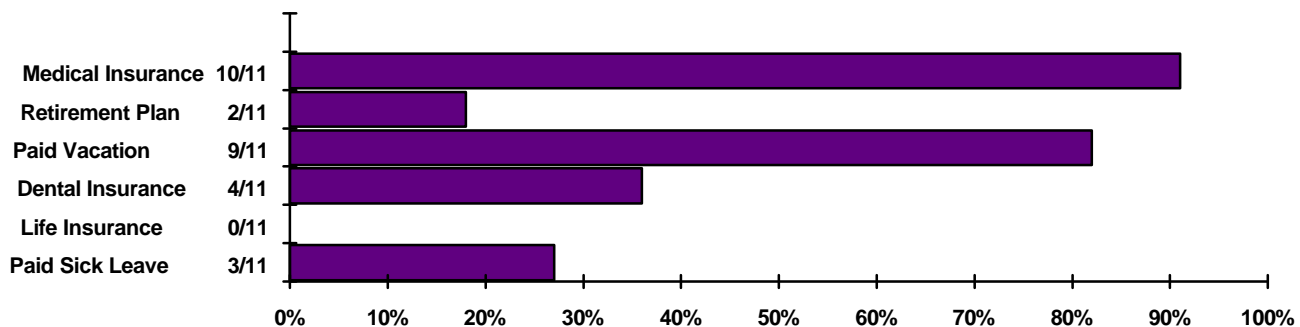
OES Code: 872020

DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. (Includes Protective Signal Installers and Repairers and Street Light Servicers.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	10.00	6.50	6.50	22.67	10.59
New hires, with experience	7.00	15.00	12.00	8.50	35.00	11.97
3 years with firm	10.00	20.00	14.00	12.00	35.00	12.30



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	470	Large	Projected New Jobs:	10/yr
Annual Projected Growth:	2.3%		Openings due to Separations:	10/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Electrical Work	65.9%	1731
Canned Fruits and Vegetables	8.6%	2033
Local Government	3.1%	9030

ELECTRICIANS

DOT Code:	TITLE	DOT Code:	TITLE
825.381-030	Electrician	829.261-018	Electrician, Maintenance
824.261-014	Electrician, Apprentice	806.381-062	Installer, Electrical

EMPLOYER REQUIREMENTS

Education:	Employers report that most new hires have a high school diploma or equivalent.
Training:	Employers sometimes accept training as a substitute for experience.
Experience:	Employers usually require work experience.

IMPORTANT SKILLS

Possess good color perception, possess mechanical aptitude, ability to lift at least 50 pounds, completion of a certified apprenticeship program, and the ability to read blueprints.

TRAINING OPPORTUNITIES

Modesto City Schools
1017 Reno Avenue, Suite B, Modesto, CA 95351
(209) 576-4137
Program length: 2 semesters, Certificate

Turlock High School
1574 E Canal, Room 202, Turlock, CA 95380
(209) 667-0643
Program length: 90 to 880 hours, Certificate

Oakdale/Riverbank High Schools
739 West G Street, Oakdale, CA 95361
(209) 869-1891
Program length: 2 semesters, Certificate

Modesto Junior College
735 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 2 semesters, : Cert,* AA/AS

Central Valley Electrical Joint Apprenticeship/Training
Committee
519 12th Street, Modesto, CA 95345
(209) 524-1197
Program length: 5 years
Received upon completion: Certificate

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Modesto Branch	Application	4 yrs as a journeyman, pass three
3320 Tully Road, B-8	License	hour trade and three hour business
Modesto, CA 95350	Renewal (every 2 yrs)	test and \$ 7,500 License Bond.

WORKER QUALIFICATION PROFILE

California Occupational Guide #	121	Environmental Conditions:
Specific Vocational Preparation =	8	Moderate noise and occasional
R M L	G V N S P Q K F M E C	electrical shock.
GED: 4 3 3	Aptitudes 3 3 3 3 2 4 4 3 2 3 3	
GOE Code: 05.05.05	Strength: Medium	

OTHER

This is a non-traditional occupation for women. It has experienced slow growth over the last few years but employers are anticipating growth as the building industry rebounds.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

EMERGENCY MEDICAL TECHNICIANS -I

5 FIRMS RESPONDING

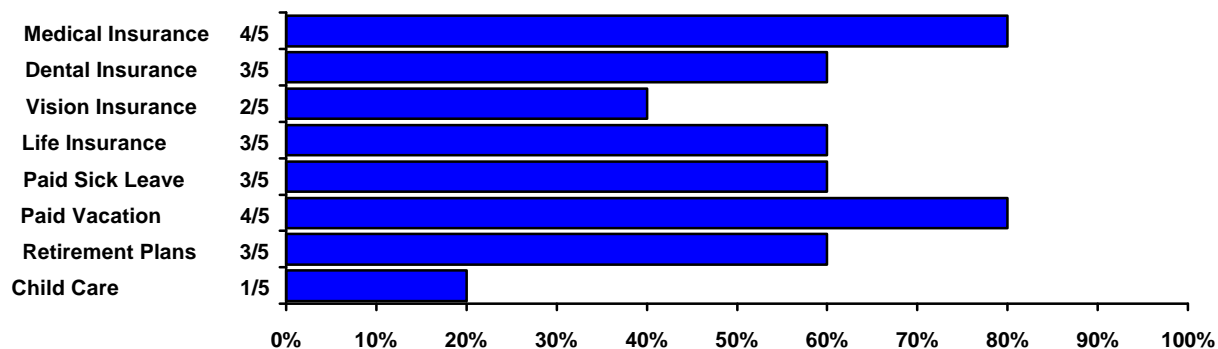
OES Code: 325081

DESCRIPTION

Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	6.00	7.00	6.00	7.73	7.73	7.73
New hires, with experience	6.00	7.00	6.00	7.96	7.96	7.96
3 years with firm	6.75	8.00	7.40	8.20	8.20	8.20



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	80	Small	Projected New Jobs:	1/yr
Annual Projected Growth:	1.0%		Openings due to Separations:	5/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- growth	Some employers	- stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- a little difficult	Some employers	- not difficult
Experienced:	Most employers	- a little difficult		

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Passenger Transportation, NEC (Ambulance)	72.2%	4119
General Medical & Surgical Hospital	27.5%	8062

EMERGENCY MEDICAL TECHNICIANS -I

DOT Code:	TITLE
079.374-010	Emergency Medical Technician
355.374-010	Ambulance Attendant
913.683-010	Ambulance Driver

EMPLOYER REQUIREMENTS

Education:	Four of the five surveyed employers report most new hires have high school diplomas or equivalent and one reports most new hires with some college without degrees.
Training:	Most employers sometimes accept training as a substitute for work experience.
Experience	Many employers usually require work experience.

IMPORTANT SKILLS

Ability to test, check, and maintain emergency equipment, possession of good color perception, vision, ability to lift and move patients, ability to access emergency situations and set priorities quickly, and the ability to monitor and maintain IV lines.

TRAINING OPPORTUNITIES

Ceres High School (ROP)
2320 Central Avenue, Ceres, CA 95307
(209) 538-0150

Program length: 144 hours (1 semester)

Received upon completion: State Cert. Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056

Program length: 1 semester

Received upon completion: Certificate,*AA

LICENSING

Title and Authority:

Emergency Medical Services

San Joaquin County

P.O. Box 1020

Stockton, CA 95201

(209) 468-6818-

License or exam fee:

EMT I Certification \$ 30

Renewal (every 2 yrs.) \$ 10

Other Requirements:

Must be at least 18 years old,

EMT I A-104 hours, EMT I NA-88

hours, EMT I certification, 1 year

experience as an EMT I, 210 hours

training in didactic & skills lab,

96 hours training in hospital clinical

training & field internship, and 20

hours training ALS patient contacts.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 550

Specific Vocational Preparation = 5

R M L

GED: 4 3 4

GOE Code: 10.03.02

G V N S P Q K F M E C

Aptitudes: 3 3 3 3 2 3 2 2 3 5 4

Strength: Medium

Environmental Conditions:

Moderate noise, and exposure

to outside atmospheric conditions

OTHER

We surveyed three classifications within this occupation and found that employers in this county utilize EMT I and Paramedic, but not EMT II classifications. Please refer to the summary for Paramedic also. The total number of employees in this occupation has decreased by about 10 since we surveyed this occupation in 1992.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Training Directory for more specific information.

EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

5 FIRMS RESPONDING

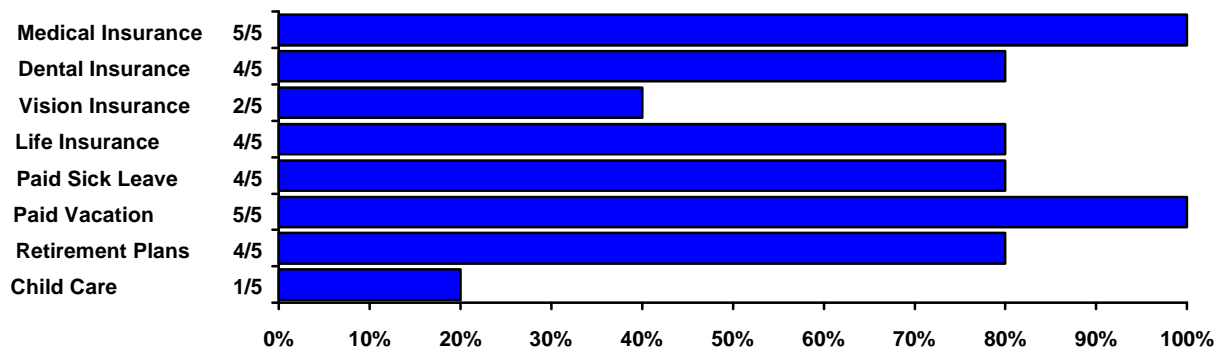
OES Code: 325083

DESCRIPTION

Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as Paramedics.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	7.50	7.50	7.50	9.68	9.68	9.68
New hires, with experience	8.50	9.00	8.75	9.92	9.92	9.92
3 years with firm	9.50	11.00	9.50	10.16	10.16	10.16



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996: 110 Small Projected New Jobs: 1/yr
Annual Projected Growth: 1.0% Openings due to Separations: 5/yr

EMPLOYERS REPORT 1995

Past year: Most employers - stability Some employers - growth
Next three years: Most employers - growth Some employers - stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:
Inexperienced: Most employers somewhat difficult
Experienced: Most employers - not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Passenger Transportation, NEC (Ambulance)	72.2%	4119
General Medical & Surgical Hospital	27.5%	8062

EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

DOT Code: 079.364-026
TITLE Paramedic

EMPLOYER REQUIREMENTS

Education: Most surveyed employers report new hires with college but no degree.
Training: Most employers do not accept training as a substitute for work experience.
Experience Most employers sometimes require work experience.

IMPORTANT SKILLS

Ability to perform synchronized cardioversion, ability to perform needle thoracostomy, ability to perform endotracheal intubation, ability to test, check, and maintain emergency medical equipment, ability to assess emergency situations and set priorities quickly, ambulance or emergency driving skills, ability to perform strenuous, physically demanding work, possession of good color perception, vision, and in good physical condition.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 3-4 semesters
Received upon completion: Certificate,* AS

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Emergency Medical Services Authority Sacramento, CA 95815-3832 (916) 263-3680	EMT- Paramedic Certification Renewal (every 2 yrs.) \$125.	Must be at least 18, have a high school diploma or equivalent, EMT certification, 320 hours didactic & skills lab training, 160 hours hospital clinical training, and 460 hours field internship including 40 ALS patient contacts.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 550	Environmental Conditions:
Specific Vocational Preparation = 6	Loud noise, other hazards and exposure to weather
R M L	G V N S P Q K F M E C
GED: 4 3 4	Aptitudes: 2 3 3 3 3 2 2 2 2 3 3
GOE Code: 10.03.02	Strength: Very heavy

OTHER

Please refer to the summary for Emergency Medical Technician I.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Training Directory for more specific information.

FLORAL DESIGNERS

12 FIRMS RESPONDING

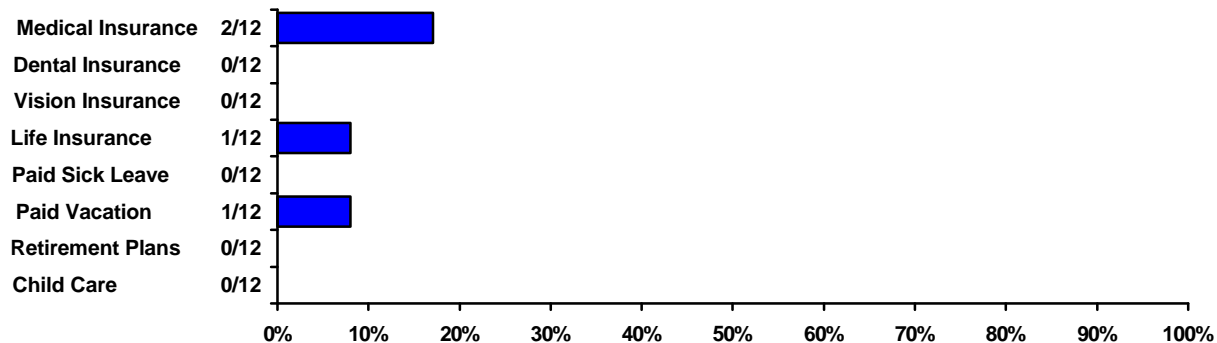
OES Code: 340381

DESCRIPTION

Floral Designers design and fashion live, cut, dried and artificial floral and foliar arrangements. They prepare standard arrangements or prepare arrangements at the customer's request. They make estimates of costs of arrangements, may wait on customers, and direct or instruct other workers.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	5.75	4.75
New hires, with experience	5.25	7.00	6.00
3 years with firm	5.00	8.75	7.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	60	Small	Projected New Jobs:	1/yr
Annual Projected Growth:	3.6%		Openings due to Separations:	0/yr

EMPLOYERS REPORT 1996

Past year:	Almost all employers	-	stability	Some employers	growth
Next three years:	Most employers	-	stability	Some employers	growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Employers split	a little difficult	very difficult
Experienced:	Employers split	a little difficult	very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Florists	100.0%	5992

FLORAL DESIGNERS

DOT Code:
142.081-010

TITLE
Floral Designers

EMPLOYER REQUIREMENTS

Education: Almost all employers report that most new hires have high school diploma or equivalent.

Training: Most employers do not allow training to substitute for experience.

Experience: Most employers require related work experience

IMPORTANT SKILLS

Knowledge of floral arrangement, non allergic to flowers and plants, good color perception, good customer service skills, ability to make change, good hand-eye coordination.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Ave
Modesto, CA 95350
(209) 575-6056

Program length: 2-4 semesters
Received upon completion: Certificate*

WORKER QUALIFICATION PROFILE

California Occupational Guide # N/A
Specific Vocational Preparation = 6

Environmental Conditions:
Quiet

R M L G V N S P Q K F M E C
GED: 4 3 3 Aptitudes: 3 3 3 3 2 3 3 2 2 5 2
GOE Code: 01.02.03 Strength: Light

OTHER

Most employers report using newspaper advertisements and current employee referrals. Many report using the Public School or program referrals.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

FOOD PREPARATION WORKER

14 FIRMS RESPONDING

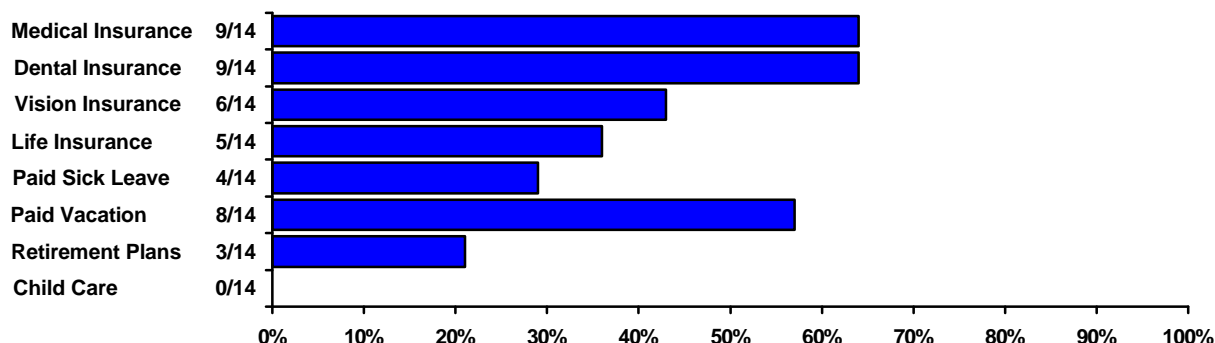
OES Code: 650380

DESCRIPTION

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	7.00	5.00	6.46	6.46	6.46
New hires, with experience	4.25	7.25	5.50	7.19	7.19	7.19
3 years with firm	4.75	9.00	7.00	15.33	15.33	15.33



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	2130	Large	Projected New Jobs:	46/yr
Annual Projected Growth:	27.4%		Openings due to Separations:	63/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	- stability	Many employers	growth
Next three years:	Most employers	- stability	Many employers	growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- somewhat difficult	Some employers	- a little difficult
Experienced:	Most employers	- somewhat difficult	Some employers	- very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Eating Places	64.3%	5812
General Medical & Surgical Hospital	9.4%	8062
Grocery Stores	8.0%	5411

FOOD PREPARATION WORKER

DOT Code:	TITLE
317.687-010	Cook Helper
316.684-014	Deli Cutter-Slicer
318.687-010	Kitchen Helper
317.384-010	Salad Maker

EMPLOYER REQUIREMENTS

Education:	Most new hires have completed high school or equivalent.
Training:	Most employers accept training as a substitute for experience.
Experience:	Many employers do not require related work experience.

IMPORTANT SKILLS

Knowledge of food preparation, ability to stand for long periods of time and lift at least 30 pounds, ability to taste and smell, and willingness to follow employer standards of cleanliness in procedures and appearance.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Ave
Modesto, CA 95350
(209) 575-6056
Program length: 3-4 semesters
Received upon completion: Certificate,* AA

WORKER QUALIFICATION PROFILE

California Occupational Guide # 366
Specific Vocational Preparation = 3
R M L G V N S P Q K F M E C
4 3 3 Aptitudes: 3 4 4 4 3 4 4 4 3 5 4
GOE Code: 05.10.08 Strength: Medium

OTHER

Most recent new hires are recruited from employee referral, newspaper advertisements, and the Employment Development Department, EDD.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

FOOD SERVICE MANAGERS

17 FIRMS RESPONDING

OES Code: 150261

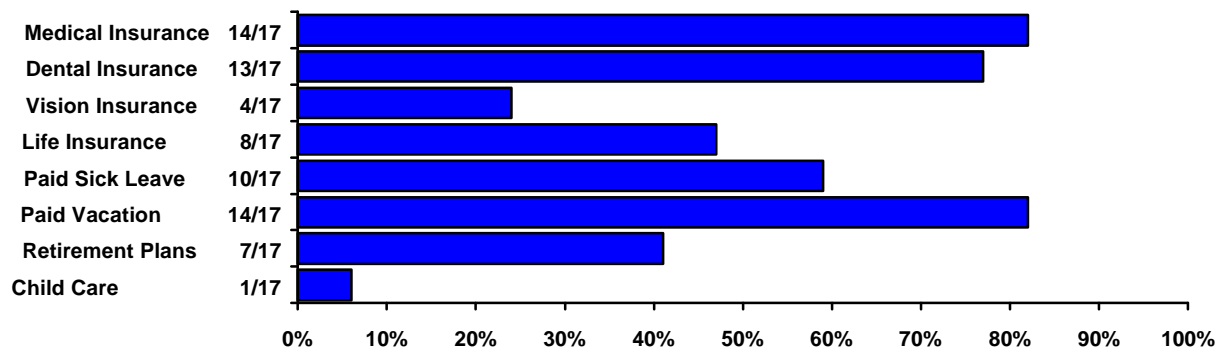
DESCRIPTION

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Included are Food and Beverage Directors.

WAGES/BENEFITS

Non Union

	Low	High	Median
New hires, no experience	4.25	19.25	7.64
New hires, with experience	4.25	21.50	7.08
3 years with firm	5.00	26.00	8.83



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	310	Medium	Projected New Jobs:	12/yr
Annual Projected Growth:	4.6%		Openings due to Separations:	4/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- growth	Many employers	- stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- very difficult	Some employers	- somewhat difficult
Experienced:	Many employers	- somewhat difficult	Some employers	- very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Eating Places	88.6%	5812

FOOD SERVICE MANAGERS

DOT Code:	TITLE
187.167-210	Director, Food & Beverage
187.167-106	Manager, Food Service
187.167-026	Director, Food Service

EMPLOYER REQUIREMENTS

Education:	Many surveyed employers report most new hires with some college without degrees and some employers reported most new hires with high school diplomas or equivalent.
Training:	Many employers sometimes accept training as a substitute for work experience.
Experience	Most employers require work experience, the rest usually or sometimes do.

IMPORTANT SKILLS

Ability to manage an activity or department, knowledge of purchasing procedures, knowledge of food preparation, knowledge of inventory skills, performance appraisal skills.

TRAINING OPPORTUNITIES

Modesto Junior College 435 College Avenue Modesto, CA 95350 (209) 575-6056 Program length: 2-3 semesters Received upon completion: Certificate,*A.A.	Worldwide Educational Services 1230 13th Street, Suite C Modesto, CA, 95354 (209) 575-1933 Program length: 300 hours Received upon completion: Certificate
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WORKER QUALIFICATION PROFILE

California Occupational Guide # 503	Environmental Conditions:
Specific Vocational Preparation = 7	Moderate noise
R M L	G V N S P Q K F M E C
GED: 4 4 4	Aptitudes: 2 2 2 3 3 3 4 4 4 5 4
GOE Code: 11.11.04	Strength: Light

OTHER

Most employers promote from within. Among the surveyed employers there was a 14% growth in this occupation during the last year

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

GARDENERS AND GROUNDSKEEPERS



13 FIRMS RESPONDING

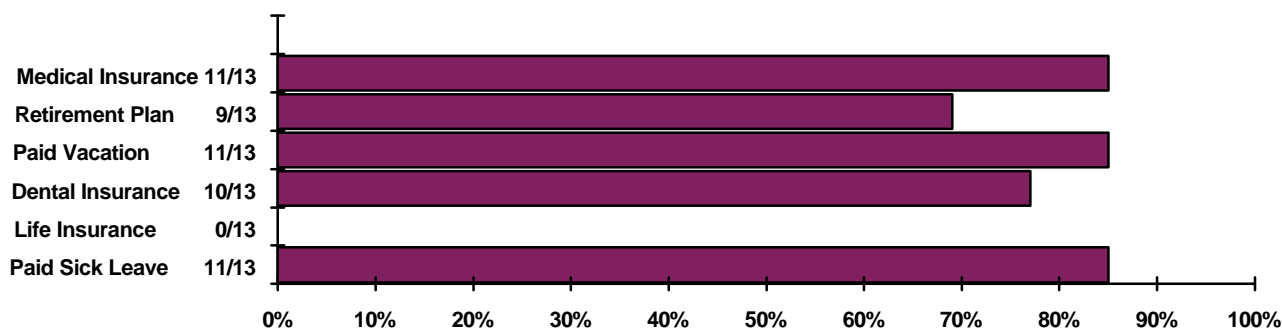
OES Code: 790140

DESCRIPTION

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	8.25	6.00	7.59	8.92	8.26
New hires, with experience	6.00	8.75	6.63	8.67	10.14	8.83
3 years with firm	6.75	10.00	8.25	10.04	11.45	10.85



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	630	Large	Projected New Jobs:	26/yr
Annual Projected Growth:	4.5%		Openings due to Separations:	10/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Landscape and Horticulture Services	52.4%	0780
Membership Sports and Recreation Club	6.2%	7997
Elementary and Secondary Schools	5.3%	8211
Single-Family Housing Construction	4.7%	1521

GARDENERS AND GROUNDSKEEPERS

DOT Code:	TITLE
406.684-018	Garden Worker
406.684-010	Cemetery Worker
406.684-014	Groundskeeper, Industrial
406.687-010	Groundskeeper, Parks
408.161-010	Landscape Gardener
408.684-010	Lawn Service Worker

EMPLOYER REQUIREMENTS

- Education:** Employers report that most new hires have a high school diploma or equivalent.
- Training:** Employers sometimes accept training as a substitute for experience.
- Experience:** Employers usually require work experience.

IMPORTANT SKILLS

Possession of lawn and garden care skills, and pruning skills, knowledge of gardening tools, knowledge of pesticides and herbicides, and ability to maintain equipment.

TRAINING OPPORTUNITIES

Ceres High School
2320 Central Ave
Ceres, CA 95307
(209) 538-0150

Program length: 2 semesters
Received upon completion: Certificate

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056

Program length: 4-5 semesters
Received upon completion:*Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 320
Specific Vocational Preparation = 3

R M L	G V N S P Q K F M E C
GED: 2 1 2	Aptitudes: 4 4 4 4 4 4 4 3 4 5
GOE Code: 03.04.04	Strength: Medium

Environmental Conditions:
Loud noise and weather
constantly

OTHER

The number in this occupation although large, would be greater if this study included the self-employed.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

GENERAL FARM WORKERS

12 FIRMS RESPONDING

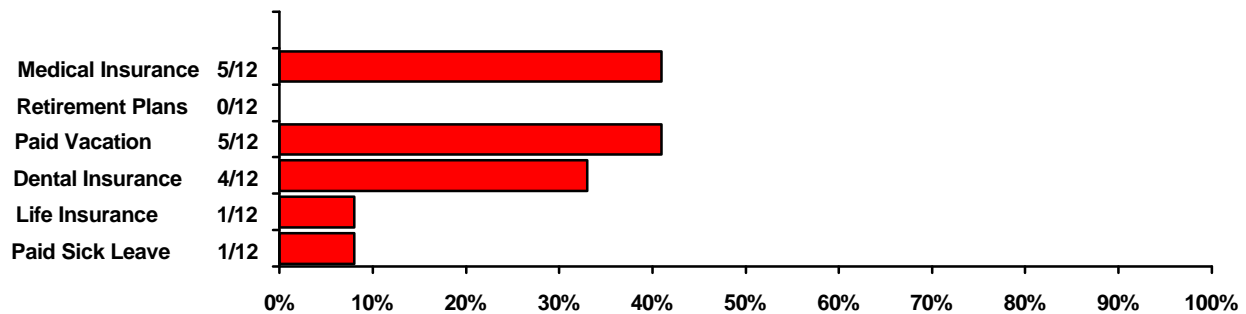
OES Code: 798590

DESCRIPTION

General Farm Workers apply pesticides, herbicides, and fertilizer to crops and livestock, plant, maintain, and harvest food crops, and tend livestock and poultry. They repair farm buildings and fences. They may operate milking machines and other dairy processing equipment, supervise seasonal help, irrigate crops and haul livestock to market.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	7.25	4.95
New hires, with experience	4.25	8.00	5.40
3 years with firm	4.25	9.25	7.50



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	not available	Projected New Jobs:	not available
Annual Projected Growth:	not available	Openings due to Separations:	not available

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers have no difficulty Experienced: Some employers have difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Deciduous Trees, Fruit	N/A	0172
Fruits and Tree Nuts	N/A	0175
General Farms, Primarily Crops	N/A	0179

GENERAL FARM WORKERS

DOT Code: TITLE
421.683.010 General Farmworker
421.687-010 General Farmworker II

EMPLOYER REQUIREMENTS

Education: Most employers surveyed reported that new hires have less than a high school education.

Training: Few employers require certification.

Experience: Many responding employers stated that they sometimes require work experience.

IMPORTANT SKILLS

Possession of manual dexterity and mechanical aptitude, ability to use hand tools and operate precision measuring instruments, and the ability to lift 25 to 50 lbs repeatedly.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide #	N/A	Environmental Conditions
Specific Vocational Preparation =	5	Exposure to moderate
R M L	G V N S P Q K F M E C	noise and prevailing
GED: 3 2 3	Aptitudes: 3 4 4 4 4 4 3 3 3 4 4	weather.
GOE Code: 03.04.01	Strength: Heavy	

OTHER

76% of the positions reported are temporary or seasonal with employees working between 40 and 60 hours/week, averaging 43 hours/week.

GENERAL OFFICE CLERKS

19 FIRMS RESPONDING

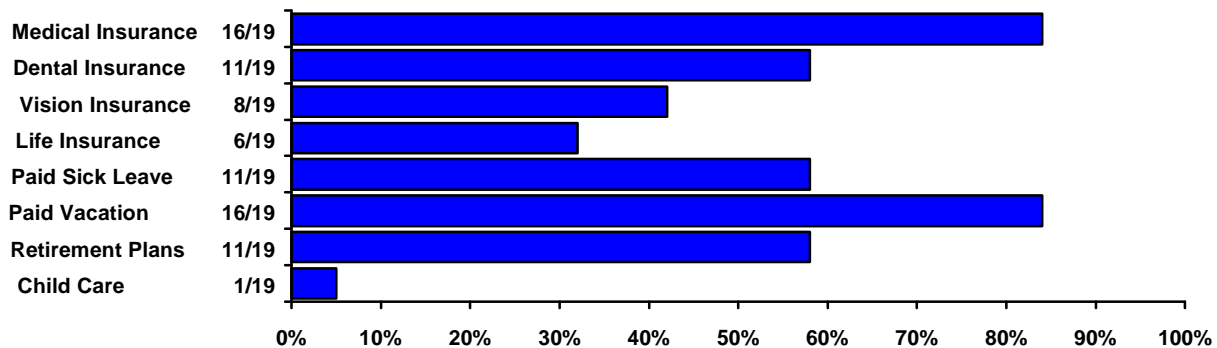
OES Code: 553470

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	14.50	5.50	7.50	16.00	9.07
New hires, with experience	4.75	14.75	7.00	8.00	18.25	10.34
3 years with firm	6.25	15.75	9.00	10.00	22.25	11.42



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 3,070 Large Projected New Jobs: 39/yr
 Annual Projected Growth: 1.3% Openings due to Separations: 57/yr

EMPLOYERS REPORT 1996

Past year: Most employers - stability Some employers - growth
 Next three years: Most employers - stability Some employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Many employers - not difficult Some employers - a little difficult
 Experienced: Many employers - not difficult Many employers - a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
General Medical & Surgical Hospitals	6.3%	8060
Junior Colleges	3.9%	8222
Local Government	3.8%	9030
Elementary & Secondary Schools	3.6%	8211
Offices & Clinics of Medical Doctors	2.7%	8011

GENERAL OFFICE CLERKS

DOT Code: TITLE

209.562-010 Clerk General
209.567-022 Office Clerk
219.362-010 Administrative Clerk

DOT Code: TITLE

219.362-026 Contract Clerk, Automotive
245.362-014 Ward Clerk

EMPLOYER REQUIREMENTS

Education: Most employers report that recent hires have completed high school or equivalent and some report new hires with some college.
Training: Most employers sometimes allow training to substitute for experience.
Experience: Some employers usually require related work experience.

IMPORTANT SKILLS

Possession of alphabetic and numeric filing skills, and ability to operate 10-key adding machine, follow billing procedures, prepare business correspondence, and use spreadsheet and word processing software.

TRAINING

Ceres High School (ROP)
2320 Central Avenue, Ceres, CA 95307
(209) 538-0150
Program length: 2 semesters, Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 3-4 semesters, Cert.,*AA/AS

Computer Tutor
4306 Sisk Road, Modesto, Ca 95356
(209) 545-5200
Program length: 16 weeks,*Certificate

Worldwide Educational Services
1230 13th Street, Modesto, CA 95354
(209) 575-1933
Program length: 300-630 hours,* Certificate

Oakdale/Riverbank High Schools (ROP)
739 West G Street, Oakdale, CA 95361
(209) 847-3007
Program length: 2 semesters, Certificate

Turlock High School (ROP)
1574 East Canal , Room 202, Turlock, CA 95380
(209) 667-0643
Program length: 2 semesters, Certificate

Valley Commercial College
910 12th Street, Modesto, CA 95354
(209) 578-0616
Program length: 30 weeks, Certificate

Humphrey's College
3600 Sisk Road, Modesto, CA 95356
(209) 543-9411
Program length: 3 quarters, Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 295
Specific Vocational Preparation = 2

Environmental Conditions:
Moderate noise.

R M L G V N S P Q K F M E C
GED: 3 2 3 Aptitudes: 3 3 3 4 3 3 4 3 3 5 5
GOE Code: 07.07.03 Strength: Light

OTHER

Most employers report soliciting applicants through newspaper advertisements. Many report using in-house promotional/transfers and unsolicited walk-ins. Many employers sampled report hiring some part-time employees.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

GUARDS AND WATCHGUARDS

11 FIRMS RESPONDING



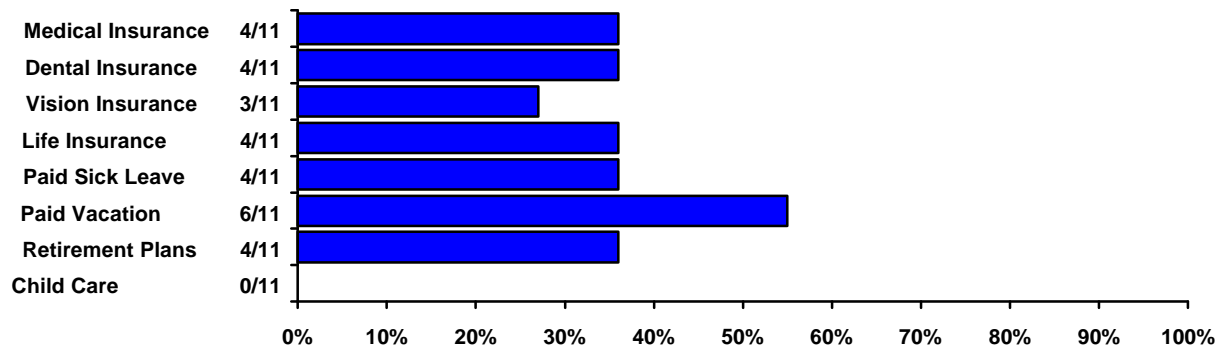
OES Code: 630470

DESCRIPTION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	8.75	5.50	8.67	8.67	8.67
New hires, with experience	4.50	9.25	5.50	9.54	9.54	9.54
3 years with firm	4.50	14.00	5.58	10.52	10.52	10.52



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	690	Large	Projected New Jobs:	26/yr
Annual Projected Growth:	4.5%		Openings due to Separations:	15/yr

EMPLOYERS REPORT 1995

Past year:	Many employers	- growth	Many employers	- stability
Next three years:	Most employers	- growth	Many employers	- stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- a little difficult	Some employers	- somewhat difficult
Experienced:	Many employers	- very difficult	Some employers	- somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Detective & Armored Car Services	57.4%	7381
Canned Fruits & Vegetables	3.6%	2033
Elementary & Secondary Schools	2.8%	8211

GUARDS AND WATCHGUARDS

DOT Code:
372.667-034

TITLE
Security Guard

EMPLOYER REQUIREMENTS

Education: Ten of the 11 surveyed employers report new hires with high school diplomas.
Training: Many employers sometimes accept training as a substitute for work experience.
Experience Many employers do not require work experience.

IMPORTANT SKILLS

Registration as a security guard, regular use of own reliable vehicle, administer emergency first aid, possess clean police record, and security protection work.

TRAINING OPPORTUNITIES

Modesto Junior College
 435 College Avenue, Modesto, CA 95350
 (209) 575-6056
 Program length: 2 semesters
 Received upon completion Certificate,*AA

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Bureau of Collection & Investigative Services 401 R Street, Suite 2001 Sacramento, CA 95814-6234 (916) 445-3755	Firearms Application \$ 87.00 (Includes fingerprinting) Firearms Requalification \$ 67.00 (annual) Registration, Guard \$ 57.00 Application (Includes Fingerprinting) Renewal (Guard every 2 \$ 25.00 years	Those with felony convictions can apply if they occurred more than seven years ago

WORKER QUALIFICATION PROFILE

California Occupational Guide # 75	Environmental Conditions:
Specific Vocational Preparation = 3	Quiet
R M L	Exposure to prevailing weather
	and occasionally to other conditions
GED: 3 1 2	
Aptitudes: 3 4 3 4 4 4 4 3 5 4	
GOE Code: 04.02.02	Strength: Light

OTHER

Sampled employers revealed a 7% growth rate and a 20% turnover rate for the past year. Employers utilize newspaper advertisements for recruitment but also use employee referrals and unsolicited applicants

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

9 FIRMS RESPONDING

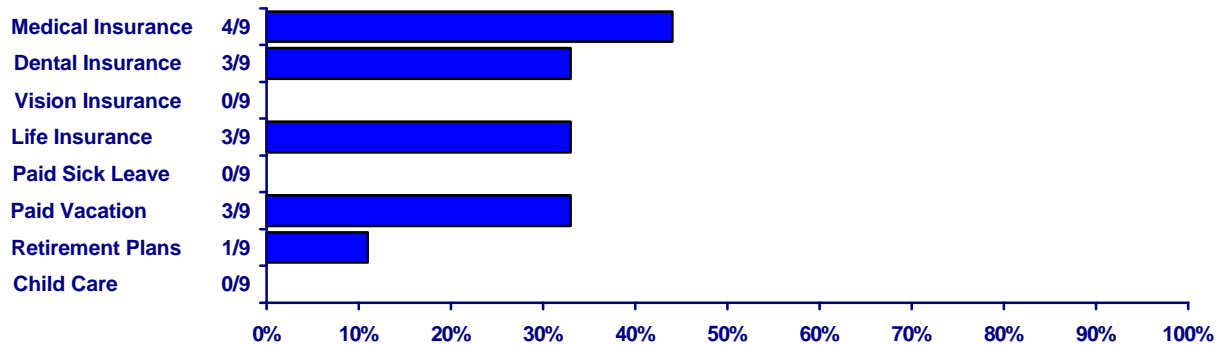
OES Code: 680050

DESCRIPTION

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. This does not include Shampooers, Manicurists, and Beauty School Instructors.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	10.00	5.00	6.48	9.00	7.00
New hires, with experience	5.00	12.00	5.50	7.00	12.00	11.24
3 years with firm	6.50	17.50	10.00	15.83	17.00	16.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 570 Large Projected New Jobs: 17/yr
 Annual Projected Growth: 3.3% Openings due to Separations: 7/yr

EMPLOYERS REPORT 1996

Past year: Most employers - stability Many employers - growth
 Next three years: Most employers - stability Some employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:
 Inexperienced: Employers split somewhat difficult a little difficult
 Experienced: Most employers - somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Department Stores	42.8%	5311
Beauty Shops	51.7%	7231

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

DOT Code:	TITLE	DOT Code:	TITLE
332.271-010	Cosmetologist	332.271-018	Hair Stylist
332.271-014	Cosmetologist Apprentice	332.361-010	Wig Dresser

EMPLOYER REQUIREMENTS

Education: All employers report most new hires have completed high school or equivalent.
Training: Most employers sometimes allow training to substitute for experience.
Experience: Many employers require related work experience.

IMPORTANT SKILLS

Possess valid California license in Cosmetology and good communication skills to suggest, advise, and explain beauty treatments to their customers. Ability to use Cosmetologist tools such as combs, scissors, razors, blow dryer, curling iron, and clippers to cut hair, listen.

TRAINING OPPORTUNITIES

Private		Regional Occupational Programs	
Adrian's Beauty College		Turlock High School	Modesto City Schools
124 Floyd Ave	2253 Geer Road	1574 E Canal, Rm 202	1017 Reno Avenue
Modesto, CA 95350	Turlock, CA 95380	Turlock, CA 95380	Modesto, CA 95351
(209) 526-2040	(209) 632-2233	(209) 667-0643	(209) 576-4096
California Beauty College			
1115 15th Street			
Modesto, CA 95354			
(209) 524-5184			

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Board of Barbering and	Application, Exam (written \$50	For Five Year Preliminary
Cosmetology Examiners	and performance), and	(1) Minimum Age: 17
400 R St. Suite 4080	License	(2) 1600 hrs of approved instruction
Sacramento, CA 95814		(3) Tenth grade education or
(916) 445-7061	Renewal (every 2 years) \$40	Equivalency Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide #	58	Environmental Conditions:
Specific Vocational Preparation =	6	Exposure to hairdressing chemicals
R M L	G V N S P Q K F M E C	
4 3 3	Aptitudes: 3 3 4 3 3 4 2 3 3 5 3	
GOE Code: 09.01.21	Strength: Light	

OTHER

Employers report that most new hires are recruited from employee referral, newspaper advertisements and unsolicited self referrals.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

HAND PACKERS AND PACKAGERS

13 FIRMS RESPONDING

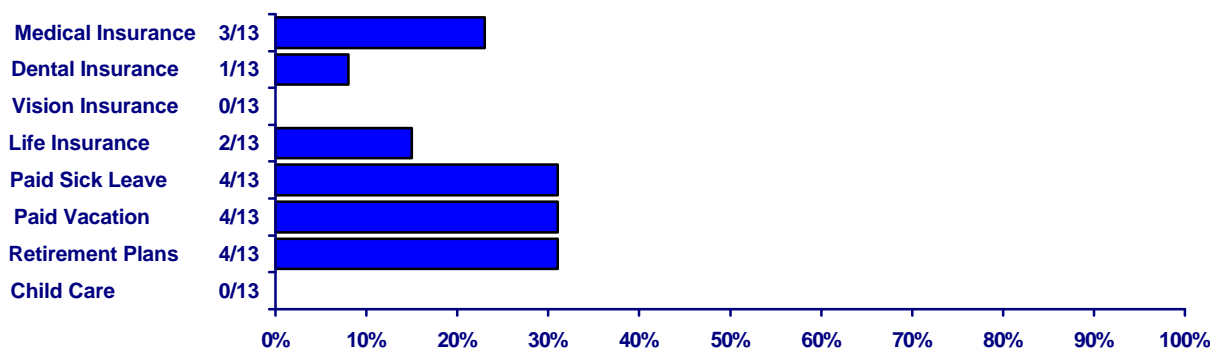
OES Code: 989020

DESCRIPTION

Hand Packers and Packers pack or package by hand a wide variety of products and materials. This does not include workers whose jobs require more than minimal training

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	7.00	4.75
New hires, with experience	4.25	8.00	5.50
3 years with firm	4.50	12.00	6.50



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	1370	Very Large	Projected New Jobs:	14/yr
Annual Projected Growth:	1.2%		Openings due to Separations:	27/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	-	stability	
Next three years:	Most employers	-	stability	Many employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	a little difficult	Some employers	not difficult
Experienced:	Many employers	not difficult	Some employers	very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Wines, Brandy, and Brandy Spirits	28.8%	2084
Potato Chips and Similar Snacks	10.1%	2096
Frozen Fruits and Vegetables	5.9%	2037
Dehydrated Fruits, Vegetables, Soups	3.7%	2034

HAND PACKERS AND PACKAGERS

DOT Code:

920.587-018

920.687-134

TITLE

Packager,Hand

Packer

EMPLOYER REQUIREMENTS

Education: Almost all employers report that most new hires have high school diploma or equivalent.

Training: Training for this occupation is usually done on-the-job.

Experience: Most employers do not require related work experience

IMPORTANT SKILLS

Ability to stand continuously for 2 or more hours, to perform routine, repetitive work, to use hands, arms, and fingers, and to learn from on-the-job training

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide # N/A

Specific Vocational Preparation = 2

R M L

G V N S P Q K F M E C

GED: 2 1 1

Aptitudes: 3 3 3 3 2 3 3 2 2 5 2

GOE Code: 03.04.01

Strength: Medium

OTHER

Most employers report using newspaper advertisements and current employee referrals. Many report hiring unsolicited applicants.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

HAZARDOUS MATERIALS AND WASTE TECHNICIANS

4 FIRMS RESPONDING

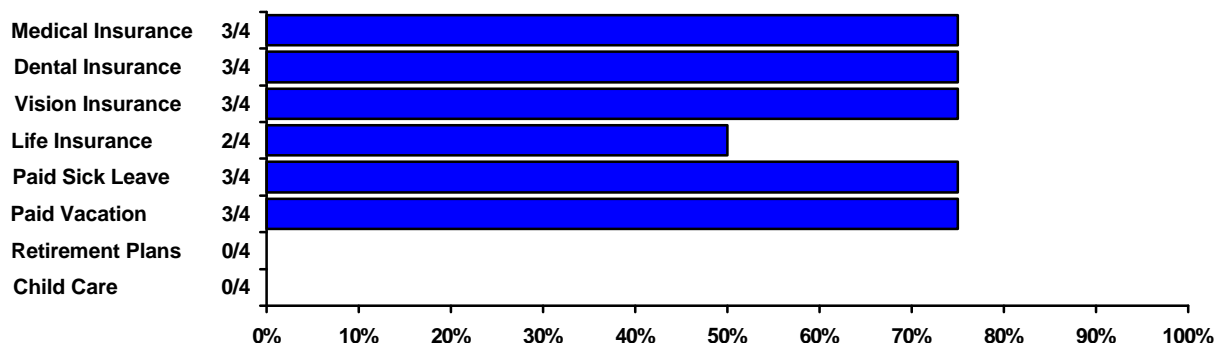
OES Code: N/A

DESCRIPTION

Hazardous Materials and Waste Technicians are responsible for the safe use, storage, treatment, recycling, and disposal of hazardous materials, and waste. They may operate as part of an emergency response team in the event of a chemical release. Employs techniques and procedures which comply with Federal and State regulations concerning environmental protection and worker and community safety.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	7.50	8.00	7.75
New hires, with experience	4.75	20.00	9.25
3 years with firm	10.00	22.00	11.75



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 60 Small Projected New Jobs: 2/yr
Annual Projected Growth: 3.3% Openings due to Separations: 1/yr

EMPLOYERS REPORT 1996

Past year: Many employers - stability Some employers growth
Next three years: Most employers - stability Some employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers split a little difficult not difficult
Experienced: Most employers - somewhat difficult Some employers - very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Trucking, except Local	95.0%	4213

HAZARDOUS MATERIALS AND WASTE TECHNICIANS

DOT Code:

168.364-640
905.663-014

TITLE

Hazardous Materials Technician
Truck Driver, Heavy

EMPLOYER REQUIREMENTS

- Education:** Employers report many new hires have completed some college without obtaining degrees.
- Training:** Most employers report that new hires have completed 12 months of related work experience or training.
- Experience:** Many employers require related work experience but will usually accept training as a substitute..

IMPORTANT SKILLS

Ability to recognize and identify hazardous waste, to maintain records required by regulatory agencies, to work efficiently using safety rules for hazardous materials handling, to drive company vehicles and operate equipment such as fork lifts, to meet the public with tact and courtesy, to wear personal protective equipment and clothing (gloves, suits, and respirators), to move containers, including 55-gallon drums.

TRAINING OPPORTUNITIES

There is no classroom training available locally specific to this occupation. Please refer to the California Occupational Guide # 2000 B * for a list of training locations in California.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 2000 B*
Specific Vocational Preparation = 5

Environmental Conditions:
Exposure to prefailing
atmospheric conditions.

R M L		G V N S P Q K F M E C
3 2 4	Aptitudes:	4 5 3 3 5 3 4 3 5 4
		4
GOE Code: 06.04.28	Strength:	Medium

OTHER

Most recent new hires are recruited from employee referral and newspaper advertisements.

The Environmental Hazardous Materials technology (EHMT) Certificate is designed to be a one-year program to prepare students or upgrade working individuals with technician-level skills.

HOME HEALTH CARE WORKERS

11 FIRMS RESPONDING

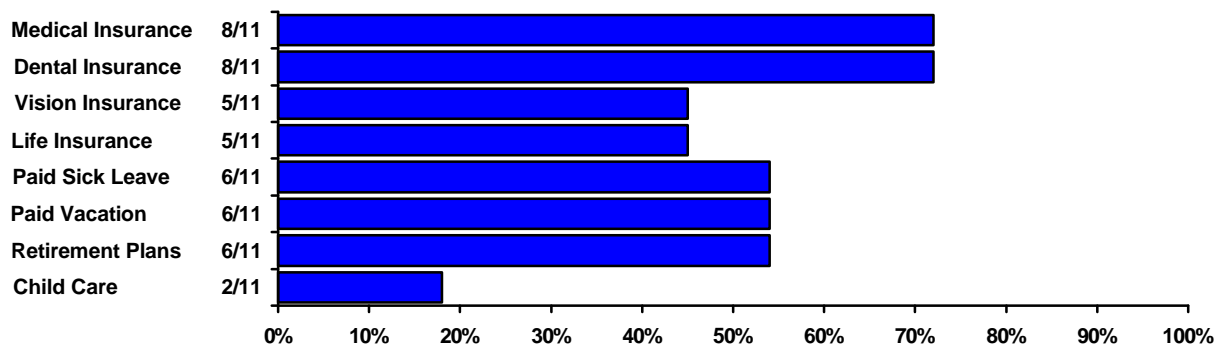
OES Code: 660110

DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Please include certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.50	7.50	5.89
New hires, with experience	4.50	7.50	6.25
3 years with firm	6.00	11.00	7.30



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	160	Small	Projected New Jobs:	6/yr
Annual Projected Growth:	4%		Openings due to Separations:	1/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	- growth	Some employers	stability
Next three years:	Most employers	- growth	Many employers	- stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- somewhat difficult	Some employers	- a little difficult
Experienced:	Most employers	- somewhat difficult	Some employers	- not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Home Health Care Services	34.4%	8082
Residential Care	23.0%	8361
General Medical & Surgical Hospital	17.5%	8062

HOME HEALTH CARE WORKERS

DOT Code:

079.224-010

354-377-014

TITLE

Home Health Technician

Home Attendant

EMPLOYER REQUIREMENTS

Education: All employers state most recent new hires have completed high school or equivalent.
Training: Most new hires have had 3-12 months vocational training. A few recent hires have HHA Certification.
Experience: Most employers usually require related work experience, but will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Ability to prepare meals, ability to apply transferring techniques to patients, possession of a certified nurse assistant qualification, possession of an HHA certificate, certificated to perform CPR, and possession of a valid driver's license.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP)
 1017 Reno Avenue, Suite B, Modesto, CA 95351
 (209) 576-4137
 Program length: 1 semester
 Received upon completion: Certificate/License:

Turlock High School (ROP)
 1574 E Canal, Room 202, Turlock, CA 95380
 (209) 667-0643
 Program length: 1 semester
 Received upon completion: Ready for state exam

Oakdale/Riverbank High Schools (ROP)
 739 West G Street, Oakdale, CA 95361
 (209) 847-3007
 Program length: 1 semester
 Received upon completion:

Modesto Junior College
 435 College Avenue, Modesto, CA 95350
 (209) 575-6056
 Program length: 4 semesters
 Received upon completion: Certificate,* AA/AS

LICENSING

Title and Authority:
 Dept of Health Services Nurse
 Asst Certification Sect.
 1800 3rd St, Suite 200
 Sacramento, CA 94234-7320
 (916) 327-2445 or (327-4326)

License or exam fee:
 Lifetime Certificate No fee

Other Requirements:
 65 hrs of supervised clinical training
 and 55 hours of class room training

WORKER QUALIFICATION PROFILE

California Occupational Guide # 461
 Specific Vocational Preparation = 3

Environmental Conditions:
 Quiet

R M L G V N S P Q K F M E C
 GED: 3 2 3 Aptitudes: 3 3 4 4 4 4 4 4 5 4
 GOE Code: 10.03.02 Strength: Medium

OTHER

Most employers report using newspaper advertisements. Many report using current employee referrals and in-house promotion/transfers. Employers sampled report hiring part-time, on call or temporary and some full-time.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

HUMAN SERVICE WORKERS

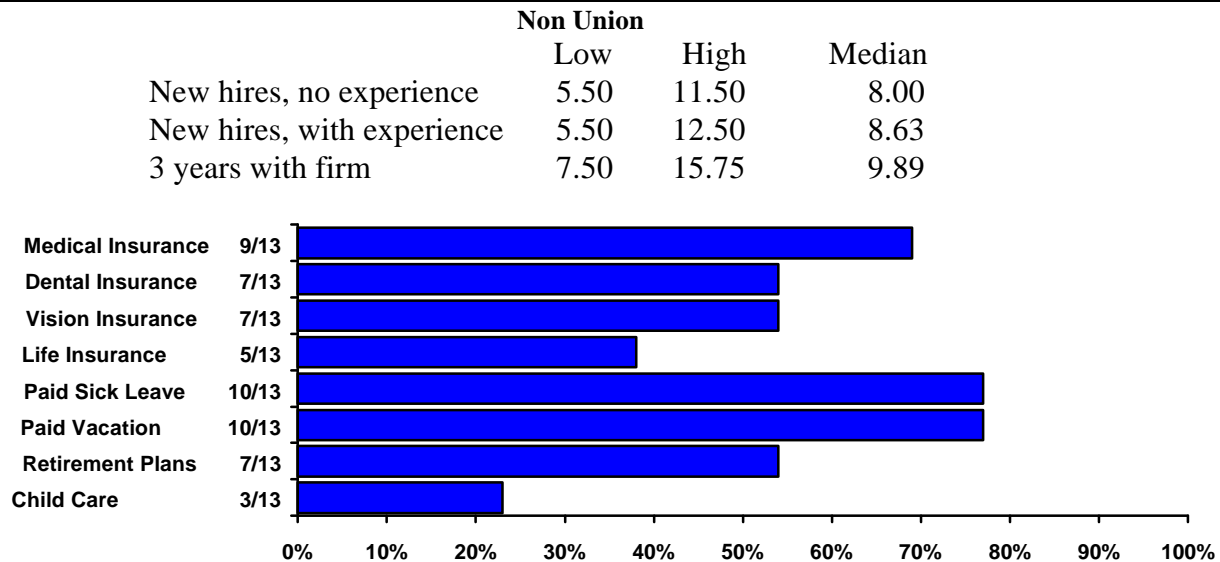
13 FIRMS RESPONDING

OES Code: 273080

DESCRIPTION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services.

WAGES/BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	330	Medium	Projected New Jobs:	11/yr
Annual Projected Growth:	3.6%		Openings due to Separations:	2/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- stability	Some employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Some employers	- not difficult	Some employers	- somewhat difficult
Experienced:	Many employers	- somewhat difficult	Some employers	- a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Residential Care	49.3%	8361
Individual and Family Services	37.2%	8322
Job Training and Related Services	9.5%	8331

HUMAN SERVICE WORKERS

DOT Code:	TITLE
195.367-034	Social Services Aide
195.367-010	Case Aide

EMPLOYER REQUIREMENTS

Education: Surveyed employer reports range from most new hires with high school diplomas or equivalent to BA degrees and graduate study.

Training: Many employers sometimes accept training as a substitute for work experience.

Experience Some employers require work experience.

IMPORTANT SKILLS

Knowledge of child protective services, oral communication and interviewing skills, ability to recognize possible substance abuse, knowledge of community services and how to access them, knowledge of ethical practices, and ability to recognize when, where, and how to refer people in need of services to those appropriate services.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue
Modesto, CA, 95350
(209) 575-6056
Program length: 4 semesters
Received upon completion: A.A.

WORKER QUALIFICATION PROFILE

California Occupational Guide #	122	Environmental Conditions:
Specific Vocational Preparation =	6	Moderate noise
R M L	G V N S P Q K F M E C	
GED: 4 3 4	Aptitudes: 3 3 3 4 4 3 4 4 4 5 5	
GOE Code: 10.01.02	Strength: Light	

OTHER

Most employers report recruiting via newspaper advertisements. Many also use employee referral and unsolicited applicants.

Projections for this occupation on the preceding page may be a little high considering the impending consolidation of various programs.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS



11 FIRMS RESPONDING

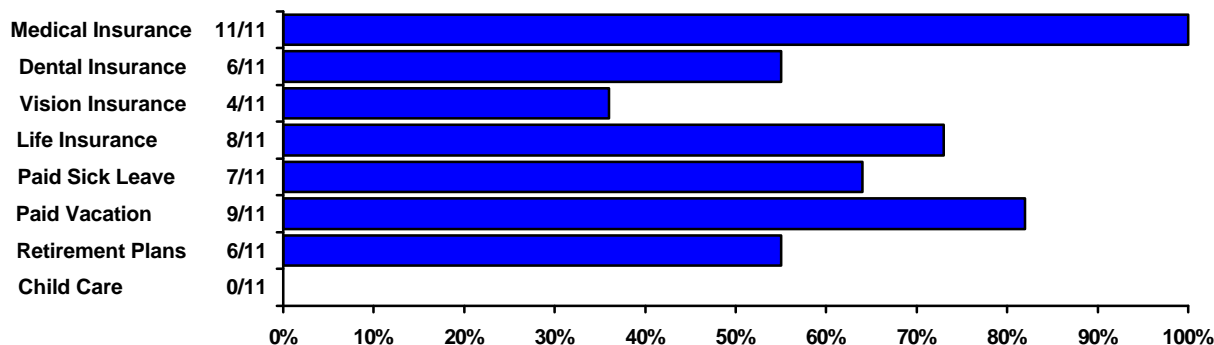
OES Code: 979470

DESCRIPTION

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. This does not include Logging Tractor operators.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	6.00	11.00	7.65	12.50	15.00	14.98
New hires, with experience	7.00	20.00	9.00	12.39	16.86	14.99
3 years with firm	8.00	20.00	12.00	14.02	19.18	17.80



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	1230	Very Large	Projected New Jobs:	17
Annual Projected Growth:	1.4%		Openings due to Separations:	24

EMPLOYERS REPORT 1996

Past year:	Almost all employers	- stability	Some employers	growth
Next three years:	Most employers	- stability	Some employers	growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Some employers	- a little difficult	Some employers	- not difficult
Experienced:	Many employers	- a little difficult	Many employers	- not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Canned Fruits and Vegetables	14.4%	2033
Wines, Brandy, and Brandy Spirits	10.5%	2084
Refrigerated Warehousing and Storage	7.0%	4222
Frozen Fruits and Vegetables	6.5%	2037

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

DOT Code:	TITLE
921.683-050	Industrial Truck Operator
921.683-042	Front End Loader Operator

EMPLOYER REQUIREMENTS

Education:	All employers state that recent hires have completed high school or equivalent.
Training:	Many employers say they will accept twelve months training as a substitute for experience.
Experience:	Most employers usually require related work experience, but will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Possess fork lift driver certificate and product knowledge and knowledge of safe equipment operating practices. Ability to measure and weigh, hand load and unload, lift at least 50 lbs., and work outdoors in inclement weather

TRAINING OPPORTUNITIES

There is no classroom training available locally specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 190	Environmental Conditions:
Specific Vocational Preparation = 3	Moderate noise
R M L	G V N S P Q K F M E C
GED: 2 1 1	Aptitudes: 3 3 3 2 3 4 3 3 3 4 5
GOE Code: 06.04.40	Strength: Medium

OTHER

Most employers report recruiting by way of in-house promotion or transfer accepting referrals from the Employment Development Department (EDD). Many report using current employee referrals and newspaper advertisements

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

INSTRUCTIONAL AIDES

15 FIRMS RESPONDING

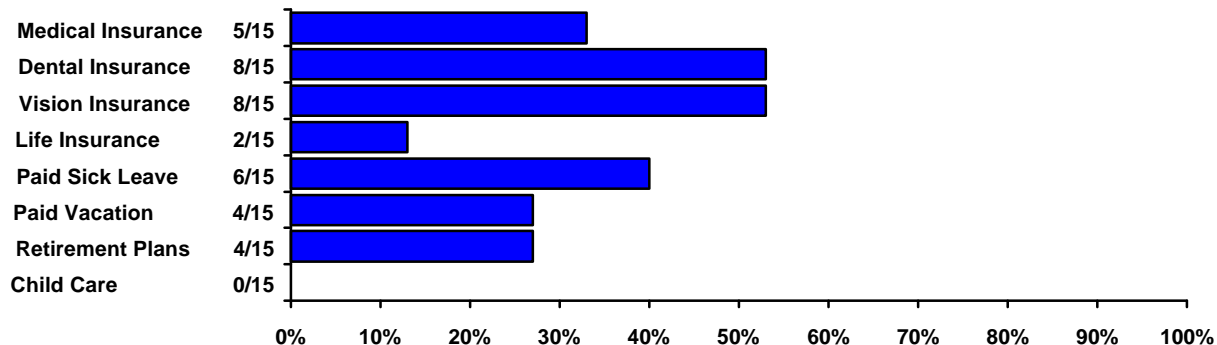
OES Code: 315211

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.50	6.00	5.57	6.01	8.76	7.75
New hires, with experience	5.00	6.75	5.57	6.37	9.72	8.06
3 years with firm	5.25	8.00	6.00	7.75	10.21	8.84



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	2390	Very Large	Projected New Jobs:	36/yr
Annual Projected Growth:	1.6%		Openings due to Separations:	31/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- stability	Some employers	- decline

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- not difficult	Some employers	- a little difficult
Experienced:	Many employers	- not difficult	Some employers	- a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Elementary and Secondary Schools	91.9%	8211

INSTRUCTIONAL AIDES

DOT Code:

099.327-010

249.367-074

TITLE

Teacher Aide I

Teacher Aide II

EMPLOYER REQUIREMENTS

Education: 12 of the 15 surveyed employers report new hires with high school diplomas or equivalent.

Training: Most employers sometimes accept training as a substitute for work experience.

Experience Many employers sometimes require work experience.

IMPORTANT SKILLS

Multi-cultural familiarity, knowledge of teaching techniques, knowledge of early childhood development, record keeping skills, and able to lift at least 50 lbs.

TRAINING OPPORTUNITIES

Hughson High School (ROP)
7419 E Whitmore, Hughson, CA 95326
(209) 883-0481

Program length: 2 semesters

Received upon completion: Certificate and grade

Modesto City Schools (ROP)
1017 Reno Avenue, Modesto, CA 95351
(209) 576-4137

Program length: 2 semesters

Received upon completion: Certificate and grade

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056

Program length: 3 semesters

Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 502

Specific Vocational Preparation = 6

R M L

G V N S P Q K F M E C

GED: 4 3 4

Aptitudes: 3 3 3 4 4 3 4 4 3 5 4

GOE Code: 11.02.01

Strength: Light

Environmental Conditions:

Moderate noise

OTHER

The projected numbers in the occupational forecasts on the preceding page is probably high considering the impending consolidation legislation which will affect education and training. Most of the employees in this occupation work part time.

All of the surveyed employers use newspaper advertisements for recruitment. Many also use in-house transfer.

INSURANCE CLAIMS CLERKS

13 FIRMS RESPONDING

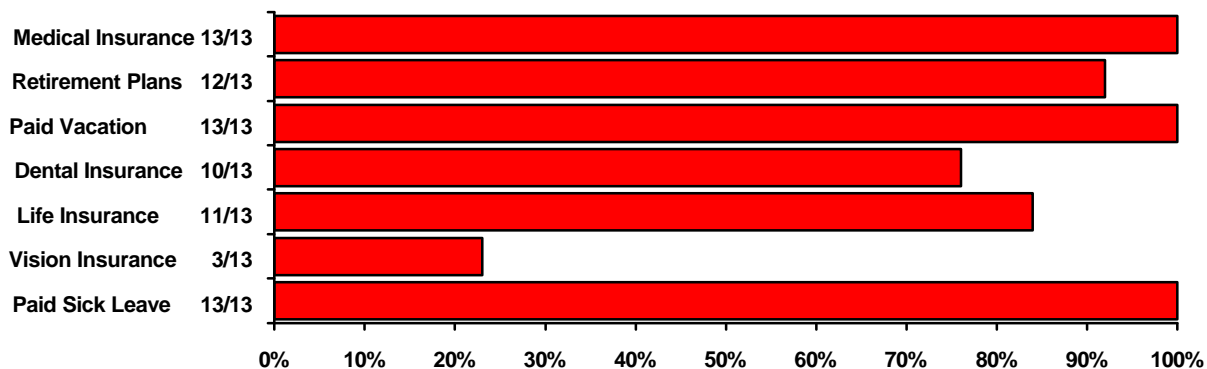
OES Code: 533110

DESCRIPTION

Insurance Claims Clerks obtain claims information from insured or designated persons to settle claims with their insurance carrier.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	8.50	6.03
New hires, with experience	6.00	8.50	7.00
3 years with firm	6.50	10.50	8.47



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1993:	155	Small	Projected New Jobs:	5/yr
Annual Projected Growth:	3.3%		Openings due to Separations:	2/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: No difficulty

Experienced: Some difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Hospital and Medical Service plans	36%	6324
Offices and Clinics of Medical Doctors	25%	8011
Insurance Agents, Brokers and Services.	18%	6411
Fire, Marine and Casualty Insurance	14%	6331
Federal Government	6%	9010

INSURANCE CLAIMS CLERKS

DOT Code: 205.367-018 **TITLE** Claims Clerk

EMPLOYER REQUIREMENTS

Education: All sampled employers report recent hires have completed high school or equivalent.

Training: Most new hires have 3-11 months vocational training.

Experience: Employers usually require related work experience, and will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Ability to use good business English, complete and explain insurance forms, interpret policy coverage, operate 10-key adding machine, type at least 45 wpm, interview others for information, and knowledge and understanding of insurance and medical terminology.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

RECRUITMENT PRACTICES USED

Most employers report using in-house promotion/transfer and newspaper advertisements. Some report using current employee referrals and private employment agencies.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 431
Specific Vocational Preparation = 4

R M L G V N S P Q K F M E C
GED: 3 3 3 Aptitudes: 3 3 3 5 4 3 4 4 4 5 5
GOE Code: 07.04.02 Strength: Sedentary

Environmental Conditions:
Quiet

JANITORS AND CLEANERS

11 FIRMS RESPONDING

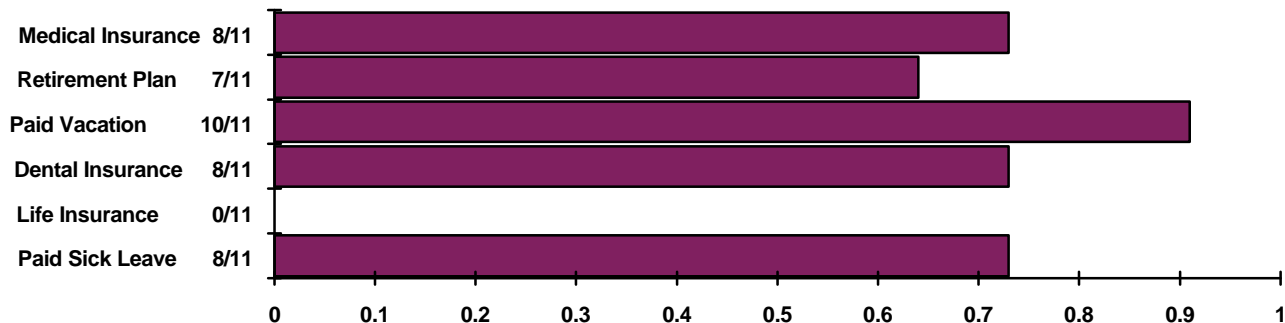
OES Code: 670050

DESCRIPTION

Janitors and Cleaners keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning debris from sidewalk.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	9.50	5.00	7.00	10.10	8.52
New hires, with experience	5.00	10.50	6.25	7.00	10.65	9.98
3 years with firm	6.50	11.50	6.50	7.00	10.80	10.42



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994: 1550 Very Large Projected New Jobs: 45/yr
 Annual Projected Growth: 3.1% Openings due to Separations: 36/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Building Maintenance Services	22%	7349
Elementary and Secondary Schools	10%	8211
Eating Places	6%	5812
Grocery Stores	4%	5411

JANITORS AND CLEANERS

DOT Code:	TITLE	DOT Code:	TITLE
381.687-014	Cleaner, Commercial/Institutional	382.664-010	Janitor
389.683-010	Sweeper-Cleaner, Industrial	381.687-018	Cleaner, Industrial

EMPLOYER REQUIREMENTS

Education:	Employers report that most new hires have a high school diploma or equivalent.
Training:	Most employers sometimes accept training as a substitute for experience.
Experience:	Employers usually require work experience.

IMPORTANT SKILLS

Understanding of cleaning compounds and solutions, knowledge of hazardous materials, ability to operate floor polishing equipment, ability to shampoo carpets, and the ability to lift at least 100 pounds.

TRAINING OPPORTUNITIES

Turlock High School (ROP)
1574 East Canal, Room 202,
Turlock, CA 95380
(209) 667-0643

Program length: 1600 hours

Received upon completion: Lic after passing state certification test

WORKER QUALIFICATION PROFILE

California Occupational Guide # 88	Environmental Conditions:
Specific Vocational Preparation = 3	Moderate noise and occasionally hot.
R M L	G V N S P Q K F M E C
GED: 3 2 3	Aptitudes: 3 4 3 3 4 4 3 4 3 4 4
GOE Code: 05.12.18	Strength: Medium

OTHER

This study does not include maids and housekeeping cleaners.

LAN/WAN (LOCAL/WIDE AREA) NETWORK MANAGERS

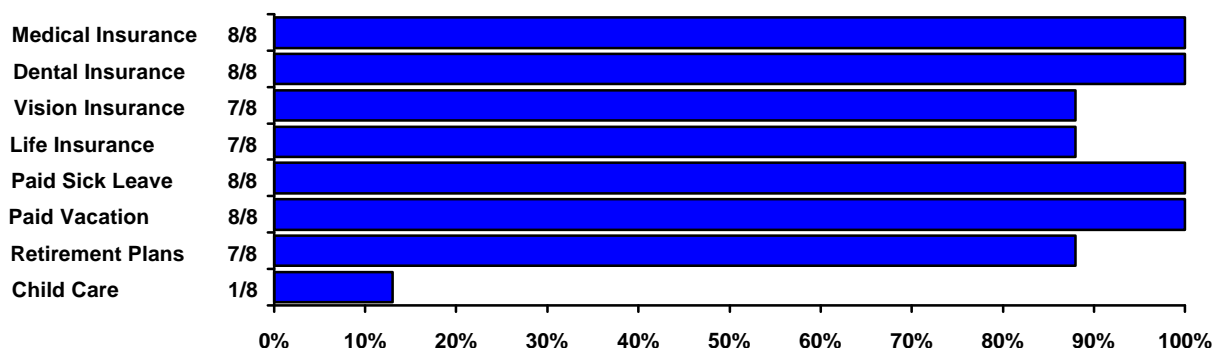
8 FIRMS RESPONDING OES Code: N/A

DESCRIPTION

LAN/WAN Managers direct a firm's network and its related computing environment, including computer hardware, systems software, applications software, and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team consisting of analysts and technicians; however, some managers of smaller companies may work independently or with just one technician. They monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems. They may train staff to use equipment and coordinate installation of or install communications lines. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	12.00	52.75	14.24	11.31	11.31	11.31
New hires, with experience	15.00	65.25	21.58	13.19	13.19	13.19
3 years with firm	18.25	73.75	26.37	19.52	19.52	19.52



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: Not available Projected New Jobs: Not available
Annual Projected Growth: Not available Openings due to Separations: Not available

EMPLOYERS REPORT 1996

Past year: Almost all employers - stability Some employers - growth
Next three years: Most employers - growth Some employers - stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Most employers somewhat difficult Some employers a little difficult
Experienced: Most employers somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
General Medical and Surgical Hospitals	N/A	8062
Noncommercial Research Organizations	N/A	8733
Local Government	N/A	9030

LAN/WAN (LOCAL/WIDE AREA) NETWORK MANAGERS

DOT Code:	TITLE
031.132-010	Supervisor, Network Control Operators
031.262-010	Data Communications Analyst
031.262-014	Network Control Operator

EMPLOYER REQUIREMENTS

Education:	Employers report most new hires have completed four year college degrees and some employers report most new hires with two year college degrees.
Training:	Many employers report that training is not acceptable in lieu of experience.
Experience:	All employers either always or usually require related work experience.

IMPORTANT SKILLS

Broad knowledge of Local and Wide Area Network technology, mini and microcomputers, software and operating systems. Knowledge of line lease procedures for WANs. Ability to communicate well with those who have different levels of technical knowledge, even those with no computer background, ability to collect and prepare data, and to present clear analysis of such data to other managers and ability to resolve conflict and manage staff.

TRAINING OPPORTUNITIES

Local training opportunities exist at both CSU, Stanislaus and Modesto Junior College*

WORKER QUALIFICATION PROFILE

California Occupational Guide # 2001A Emerging occupations

Specific Vocational Preparation = 7

R M L	G V N S P Q K F M E C
4 4 4	Aptitudes: 2 2 1 N/A
GOE Code: 07.01.02	Strength: Light

OTHER

Most employers state that recent new hires are recruited from newspaper ads, and promotion within. Many also rely on employee referral.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

LEGAL SECRETARIES

9 FIRMS RESPONDING

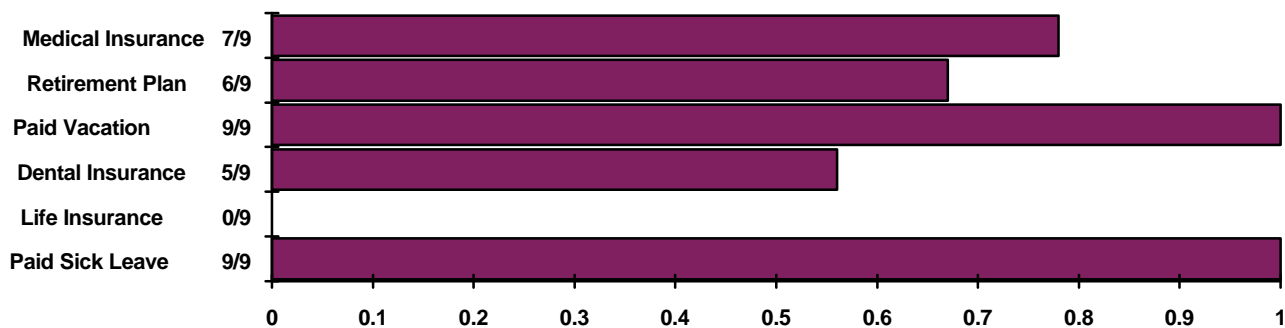
OES Code: 551020

DESCRIPTION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	6.00	11.75	6.69
New hires, with experience	8.25	14.50	10.00
3 years with firm	10.00	14.50	12.24



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994: 220	Medium	Projected New Jobs:	11/yr
Annual Projected Growth: 5.4%		Openings due to Separations:	5/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Many employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Legal Services	100%	8111

LEGAL SECRETARIES

DOT Code:
201.362-010

TITLE
Legal Secretary

EMPLOYER REQUIREMENTS

Education: Employers report that most new hires have an AA degree.

Training: Most employers rarely accept training as a substitute for experience.

Experience: Employers usually require work experience.

IMPORTANT SKILLS

Understanding of legal terms, ability to type at least 60 wpm, follow law office methods and procedures, operate a transcribing machine, and read and comprehend information quickly.

TRAINING OPPORTUNITIES

Worldwide Educational Services
1230 13th Street, Suite C
Modesto, CA 95354
(209) 575-1933

Program length: 390-600
Received upon completion:*Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 172

Specific Vocational Preparation = 6

R M L

G V N S P Q K F M E C

GED: 4 2 4

Aptitudes: 2 2 3 4 2 2 2 2 3 5 4

GOE Code: 07.01.03

Strength: Sedentary

Environmental Conditions:

Moderate noise.

OTHER

There appears to be opportunity for trained applicants. A few employers reported Paralegal as one of the job titles for the duties of this occupation.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

LICENSED VOCATIONAL NURSES

15 FIRMS RESPONDING

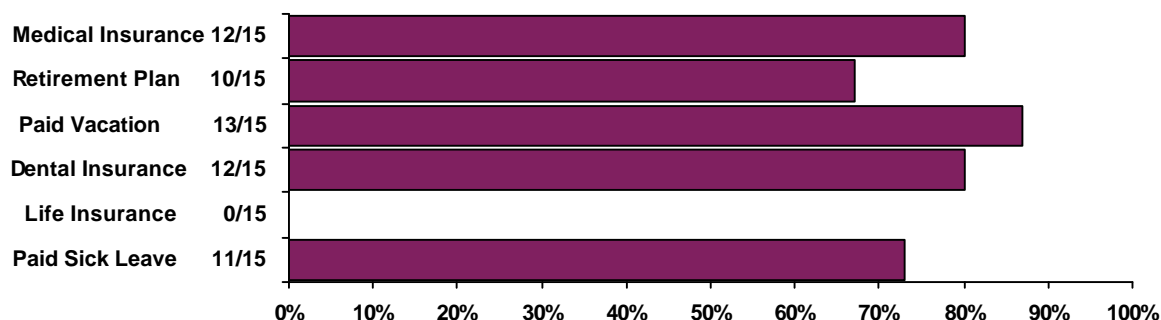
OES Code: 325050

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	8.00	13.25	9.51
New hires, with experience	9.25	14.00	12.00
3 years with firm	10.75	16.00	14.13



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	780	Large	Projected New Jobs:	22/yr
Annual Projected Growth:	2.9%		Openings due to Separations:	12/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Most employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
General Medical & Surgical Hospital	50%	8062
Skilled Nursing Care Facilities	28%	8051
Home Health Care Services	7%	8082

LICENSED VOCATIONAL NURSES

DOT Code:
079.374-014

TITLE
Nurse, Licensed Practical

EMPLOYER REQUIREMENTS

Education: Employers report most new hires have an AA degree with an LVN certificate.
Training: Employers rarely accept training as a substitute for experience.
Experience: Most employers require work experience.

IMPORTANT SKILLS

Knowledge of medical terminology, and record keeping skills, understanding of asepsis, and ability to administer medications and injections, take vital signs, write effectively, apply transferring techniques in moving patients, provide personal services to patients, work well with others, and handle crisis situations.

TRAINING OPPORTUNITIES

Emanuel Medical Center
825 Delbon Avenue
Turlock, CA 95382
(209) 669-2305

Program length: 18 months
Received upon completion: ready for state exam

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Board of Vocational Nurse & Psychiatric Technician Examiners 2535 Capital Oaks Dr, Ste 205 Sacramento, Ca 95833 (916) 263-7800	Board application \$ 65. Initial License \$ 75. Renewal (every 2 yrs) \$ 75. National licensure exam \$ 88. (if needed)	H.S. education or equivalent, Graduation from CA accredited School of Practical/Vocational Nurse, or other qualifying education and/or experience.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 313
Specific Vocational Preparation = 6

R M L G V N S P Q K F M E C
GED: 4 3 4 Aptitudes: 3 3 4 3 3 3 3 3 4 4
GOE Code: 10.02.01 Strength: Medium

Environmental Conditions:
Exposure to moderate noise

OTHER

The Licensed Vocational Nursing Program at Emanuel is a four semester, twenty student program which prepares students to take the LVN exam.

MACHINERY MAINTENANCE MECHANICS



5 FIRMS RESPONDING

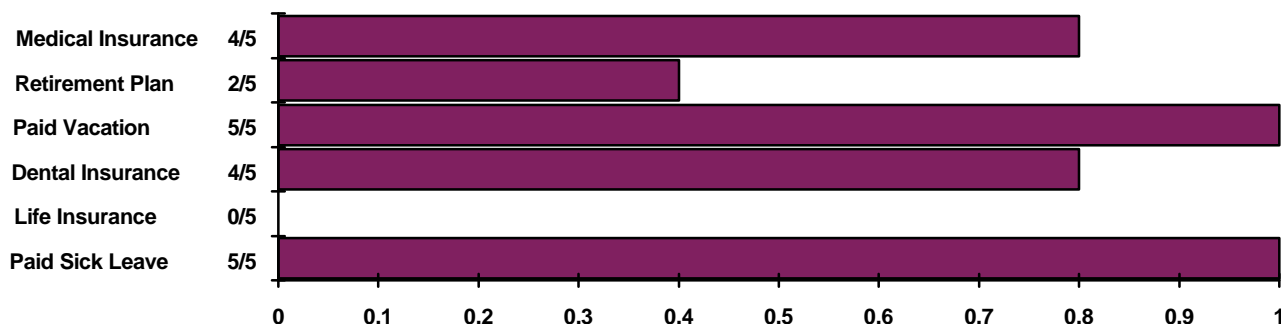
OES Code: 851190

DESCRIPTION

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyer systems, and motors. This does not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyer mechanics.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	9.00	14.50	9.00	10.59	10.59	10.59
New hires, with experience	10.00	15.00	12.99	11.97	11.97	11.97
3 years with firm	10.00	15.50	13.00	12.30	12.30	12.30



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994: 930	Very Large	Projected New Jobs:	11/yr
Annual Projected Growth:	1.2%	Openings due to Separations:	19/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty. Experienced: Employers report no difficulty.

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Canned Fruits and Vegetables	33.3%	2033
Metal Cans	15.7%	3411
Wines, Brandy, and Brandy Spirits	12.1%	2084

MACHINERY MAINTENANCE MECHANICS

DOT Code:	TITLE	DOT Code:	TITLE
638.261-030	Machine Repairer	626.361-010	Repairer Welding, Brazing
629.280-010	Maintenance Mechanic	601.281-030	Tool, Gauge, and Fixture Repair

EMPLOYER REQUIREMENTS

Education:	Employers report that most new hires have a high school diploma or equivalent.
Training:	Employers rarely accept training as a substitute for experience.
Experience:	Employers usually require work experience.

IMPORTANT SKILLS

Ability to operate power hand tools and follow safe equipment operating practices, ability to operate precision measuring instruments, read blueprints, perform strenuous, physically demanding work, work from engineering sketches, and use service manuals, and possession of manual dexterity.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056

Program length: 2-4 semesters
Received upon completion: Certificate,*AA/AS

WORKER QUALIFICATION PROFILE

California Occupational Guide #	9	Environmental Conditions:
Specific Vocational Preparation =	7	Loud noise and occasional moving mechanical parts.
R M L	G V N S P Q K F M E C	
GED: 4 4 4	Aptitudes: 2 3 2 2 2 4 3 3 2 5 4	
GOE Code: 05.05.09	Strength: Heavy	

OTHER

This is a non-traditional occupation for women.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

MACHINISTS



15 FIRMS RESPONDING

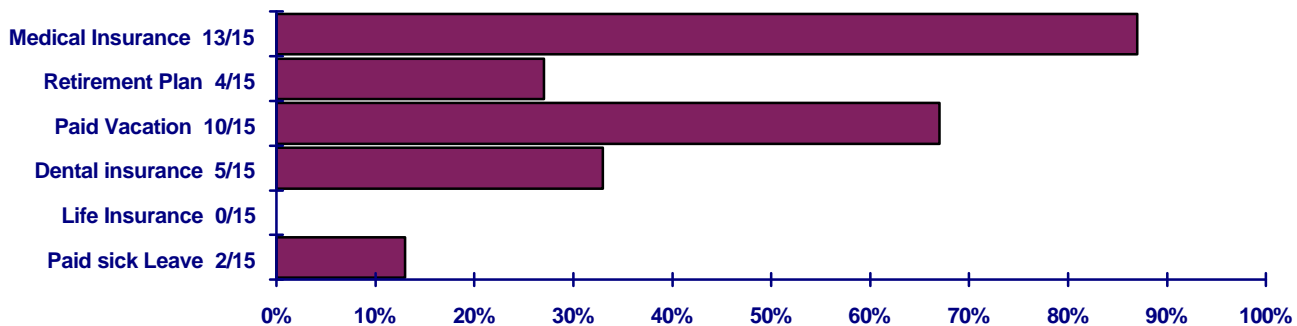
OES Code: 891080

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	8.50	6.00			
New hires, with experience	6.00	13.00	9.25	18.98	18.98	18.98
3 years with firm	10.00	15.00	12.25	18.98	18.98	18.98



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	270	Medium	Projected New Jobs:	9/yr
Annual Projected Growth:	3.8%		Openings due to Separations:	7/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty. Experienced: Employers report difficulty.

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Industrial Machinery	32%	3599
Packaging Machinery	12%	3565
Farm Machinery and Equipment	5%	2084

MACHINISTS

DOT Code:	TITLE	DOT Code:	TITLE
600.280-022	Machinist	600.280-034	Machinist, Automotive
600.280-026	Machinist Apprentice	600.281-010	Fluid-Power Mechanic

EMPLOYER REQUIREMENTS

Education:	Employers report that most new hires have a high school diploma or equivalent.
Training:	Employers sometimes accept training as a substitute for experience.
Experience:	Employers usually require work experience.

IMPORTANT SKILLS

Ability to read blueprints, use precision tools and do precision work, possession of good eye-hand coordination, and ability to use inspection equipment, and use cutting and welding machinery.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue
Modesto, CA 95350
(209) 575-6056
Program length: 3-4 semesters
Received upon completion: Certificate, *AS

WORKER QUALIFICATION PROFILE

California Occupational Guide #	9	Environmental Conditions:
Specific Vocational Preparation =	7	Loud noise and occasional moving mechanical parts.
R M L	G V N S P Q K F M E C	
GED: 4 4 4	Aptitudes: 2 3 2 2 2 4 3 3 3 3 3	
GOE Code: 05.05.07	Strength: Medium	

OTHER

This is a non traditional occupation for women.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

MAINTENANCE REPAIRERS, GENERAL UTILITY



12 FIRMS RESPONDING

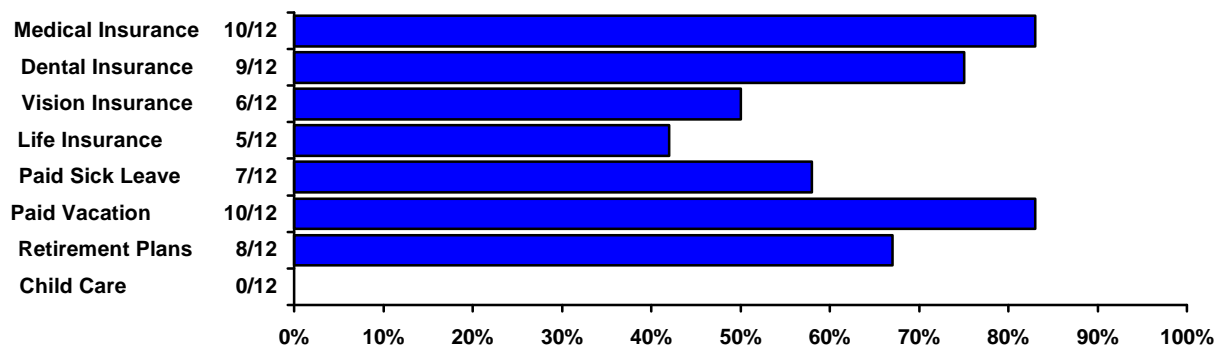
OES Code: 851320

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	8.50	7.00	9.71	10.99	10.58
New hires, with experience	6.50	15.00	8.50	10.00	12.13	11.51
3 years with firm	7.00	18.00	11.00	11.21	14.05	13.50



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 1260 Very Large Projected New Jobs: 16/yr
Annual Projected Growth: 1.4% Openings due to Separations: 17/yr

EMPLOYERS REPORT 1996

Past year: Most employers - stability Some employers growth
Next three years: Most employers - stability Some employers growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Many employers - somewhat difficult Some employers - a little difficult
Experienced: Some employers - somewhat difficult Some employers - a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Canned Fruits and Vegetables	7.1%	2033
Elementary & Secondary Schools	6.5%	8211
Real Estate Agents and Managers	4.7%	6531
Apartment Building Operators	4.9%	6513

MAINTENANCE REPAIRERS, GENERAL UTILITY

DOT Code:

899.261-014
899.381-010
638.281-010

TITLE

Maintenance Repairer, Industrial
Maintenance Repairer, Building
Fire Fighting Equipment Specialist

EMPLOYER REQUIREMENTS

Education:	Most new hires have completed high school or equivalent.
Training:	Most new hires have no vocational training. Some have less than 3 months training or formal apprenticeship training.
Experience:	Many employers usually require related work experience, but will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Ability to operate precision measuring equipment, ability to read blueprints, ability to repair and install heat/air systems, ability to do cement work, possession of plumbing repair skills, electrical skills, painting skills, carpentry skills, arc welding skills, and gas welding skills.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 2-3 semesters
Received upon completion: Certificate,*AA/AS

Central Valley Joint Apprenticeship/Training
Committee
519 12th Street, Modesto, CA 95345
(209) 524-1197
Program length: 5 years
Received upon completion: Certificate

Stanislaus Area Plumbers & Pipefitters
1314 9th Street, Modesto, CA 95354
(209) 526-0565
Program length: 5 years
Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide #136
Specific Vocational Preparation = 7

	R M L		G V N S P Q K F M E C
GED:	4 3 3	Aptitudes:	3 3 3 2 2 4 3 3 2 4 4
GOE Code:	05.05.09	Strength:	Heavy

Environmental Conditions:
Exposure to loud noise and
occasional exposure to moving
mechanical parts, electrical shock
and high exposed places.

OTHER

Most employers report using newspaper advertisements. Many report using current employee referrals. Some reported using, in-house promotion/transfer.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

MEAT, POULTRY, AND FISH CUTTERS AND TRIMMERS - HAND

4 FIRMS RESPONDING

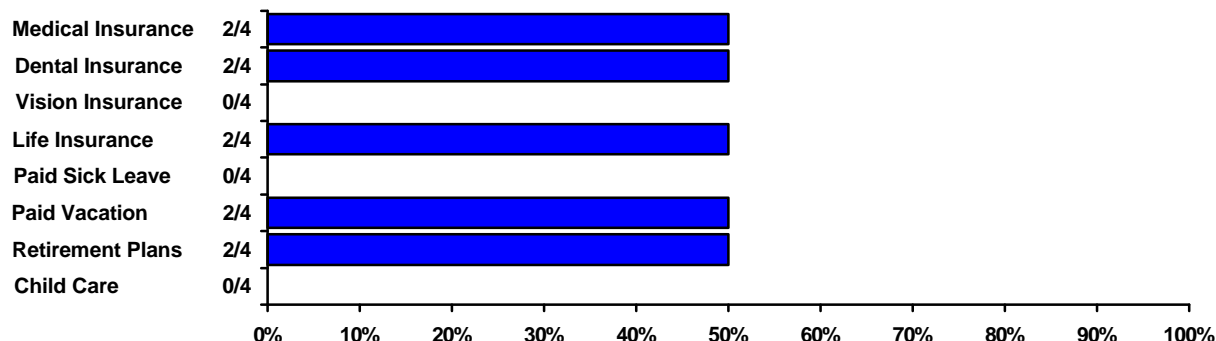
OES Code: 939380

DESCRIPTION

Meat, Poultry and Fish Cutters and Trimmers, Hand, perform a wide variety of food cutting and trimming tasks, using hand tools, that require skills less than those of the precision level. This study includes such occupations as Meat Boners, Carcass Splitters, Poultry Eviscerators, Fish Cleaners and Butchers, Skinners, and Stickers.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	5.00	5.00	5.00	10.00	5.00
New hires, with experience	6.00	6.00	6.00	5.00	10.00	7.45
3 years with firm	10.00	10.00	10.00	7.45	12.00	8.60



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	1,350	Very large	Projected New Jobs:	27/yr
Annual Projected Growth:	2.5%		Openings due to Separations:	21/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	-	stability	Some employers	growth
Next three years:	Most employers	-	stability	Some employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	-	somewhat difficult	Some employers	-	very difficult
Experienced:	Most employers	-	very difficult	Some employers	-	somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Poultry Slaughtering and Processing	99.6%	2015

MEAT, POULTRY, AND FISH CUTTERS AND TRIMMERS - HAND

DOT Code:	TITLE
525.684-010	Meat Boner
525.684-018	Carcass Splitter
525.687-074	Poultry Eviscerator

EMPLOYER REQUIREMENTS

Education:	Some employers report most new hires have completed high school or equivalent and some employers report most new hires with less than high school.
Training:	Some employers report that new hires have completed 12 months of related work experience.
Experience:	Some employers require related work experience. and some do not.

IMPORTANT SKILLS

Knowledge of meat processing methods, ability to stand continuously for two or more hours, and operate hand tools. Knowledge of or ability to learn sorting, grading and knife handling skills.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide #	218	Environmental Conditions:
Specific Vocational Preparation =	4	Exposure to cold temperatures
R M L	G V N S P Q K F M E C	
2 1 2	Aptitudes: 4 4 5 3 3 5 3 3 3 5 4	
GOE Code: 06.04.28	Strength: Medium	

OTHER

Most recent new hires are recruited from employee referral and the Employment Development Department (EDD).

MEDICAL ASSISTANTS

18 FIRMS RESPONDING

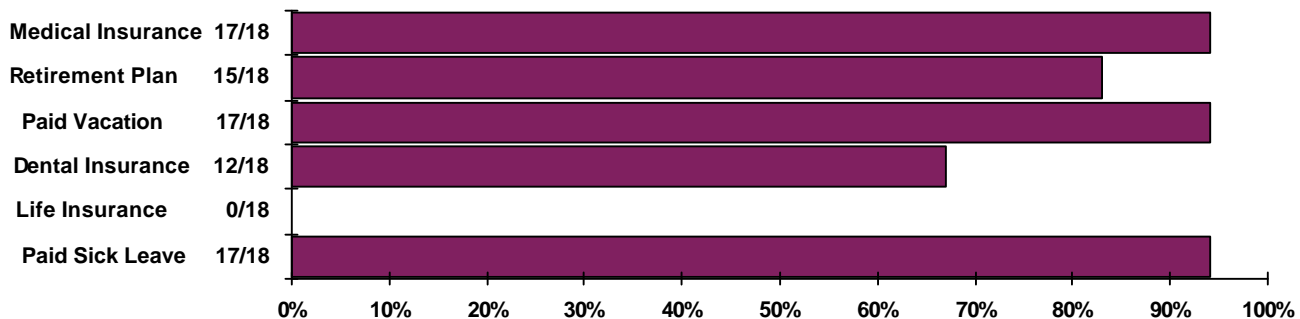
OES Code: 660050

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to the physician, as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	5.00	7.50	6.50
New hires, with experience	6.00	9.00	7.23
3 years with firm	7.00	11.00	8.25



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	320	Medium	Projected New Jobs:	10/yr
Annual Projected Growth:	3.4%		Openings due to Separations:	3/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Offices & Clinics of Medical Doctors	67%	8011
Offices and Clinics of Optometrists	14%	8042
General Medical & Surgical Hospitals	8%	8062

MEDICAL ASSISTANTS

DOT Code: 079.362-010 Medical Assistant
079.364-010 Chiropractor Assistant

DOT Code: 079.374-018 Podiatry Assistant

EMPLOYER REQUIREMENTS

Education: Employers report that most new hires have had vocational training.
Training: Most employers sometimes accept training as a substitute for experience.
Experience: Employers usually require work experience.

IMPORTANT SKILLS

Ability to take vital signs and handle crisis situations, knowledge of medical terminology and sterilization techniques, knowledge of transferring techniques to lift/move patients, and possession of a medical assistant certificate.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP)
1017 Reno Avenue, Suite B, Modesto, CA 95351
(209) 576-4137
Program length: 2 semesters
Received upon completion: Certificate

Oakdale/Riverbank High Schools (ROP)
739 West G Street, Oakdale, CA 95361
(209) 847-3007
Program length: 2 semesters
Received upon completion: Certificate

Turlock High School (ROP)
1574 East Canal, Room 202, Turlock, CA 95380
(209) 667-0643
Program length: 2 semesters
Received upon length: Certificate

Modesto Junior College
435 College Avenue, Modesto, CA 95350
(209) 575-6056
Program length: 2 semesters
Received upon completion: Certificate,*AS

Andon College
1314 H Street, Modesto, CA 95354
(209) 571-8777
Program length: 31 weeks
Received upon completion: Ready for RMA exam

Galen College of Medical & Dental Assistants
1604 Ford Avenue, Suite 10, Modesto, CA 95350
(209) 527-5084
Program length: 8.5 months
Received upon completion: Diploma

Valley Commercial College
(209) 578-0616
Program length: 60 weeks
Received upon completion: AS Degree

WORKER QUALIFICATION PROFILE

California Occupational Guide # 513
Specific Vocational Preparation = 6

Environmental Conditions:
Moderate noise

R M L G V N S P Q K F M E C
GED: 4 3 4 Aptitudes: 3 3 4 4 4 3 3 3 3 5 4
GOE Code: 10.03.02 Strength: Light

OTHER

About 66% of responding employers report that most of their new hires have medical assistant certificates.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

MEDICAL AND CLINICAL LAB ASSISTANTS

10 FIRMS RESPONDING

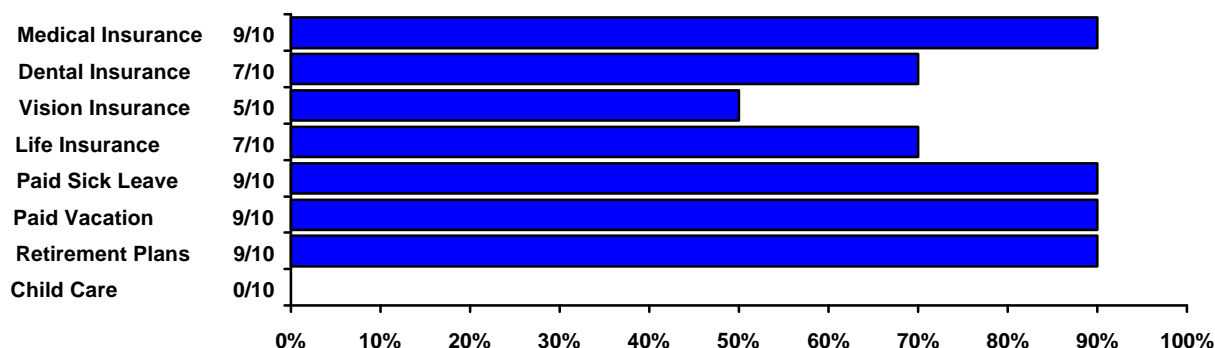
OES Code: 329050

DESCRIPTION

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under supervision of a Medical Laboratory Technologist.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	8.50	7.59	N/A	N/A	N/A
New hires, with experience	6.00	9.75	8.00	8.63	8.63	8.63
3 years with firm	7.00	11.25	9.55	10.07	10.07	10.07



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	100	Small	Projected New Jobs:	2/yr
Annual Projected Growth:	2.6%		Openings due to Separations:	2/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- stability	Some employers	- decline

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- somewhat difficult	Some employers	- not difficult
Experienced:	Most employers	- very difficult	Some employers	- not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
General Medical & Surgical Hospital	57.3%	8062
Medical Laboratories	16.5%	8071
Offices & Clinics of Medical Doctor	11.7%	8011

MEDICAL & CLINICAL LAB ASSISTANTS

DOT Code:
078.381-014

TITLE
Medical Laboratory Technician

EMPLOYER REQUIREMENTS

Education: Most employers report new hires education as some college, no degrees. Some report high school education or equivalent and one reports new hires with AA degrees..

Training: Most employers sometimes accept training as a substitute for work experience.

Experience Some employers require work experience.

IMPORTANT SKILLS

Ability to use computer applications in research, blood drawing techniques, good vision and color perception, ability to operate precision laboratory equipment, and the ability to apply sterilization techniques.

TRAINING OPPORTUNITIES

Institute of Phlebotomy Sciences, Inc.
101 College Avenue
Modesto, CA 95350
(209) 571-1458
Program length: 80 hours (4 weeks)
Received upon completion Certificate,

WORKER QUALIFICATION PROFILE

California Occupational Guide # 17
Specific Vocational Preparation = 5

R M L

GED: 4 4 4

GOE Code: 02.04.02

G V N S P Q K F M E C

Aptitudes: 3 3 3 3 3 4 3 3 3 5 3

Strength: Light

Environmental Conditions:

Moderate noise and occasional other conditions

OTHER

Most doctor offices surveyed, except for a couple of groups, no longer utilize this occupation, but instead refer patients out to medical laboratories.

The survey indicates a 25% turnover and a growth rate of 11%. Most employers surveyed report that they seek applicants with computer skills and rely mostly on employee referrals, newspaper advertisements, and unsolicited applicants for filling vacancies.

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

10 FIRMS RESPONDING

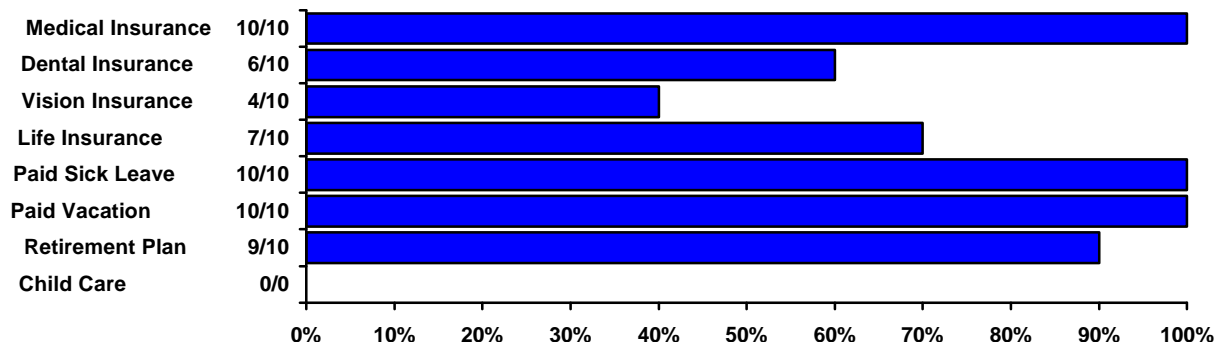
OES Code: 329020

DESCRIPTION

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. This classification code may include workers who teach medical technology when teaching is not their primary activity.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.50	18.00	14.83	10.36	10.36	10.36
New hires, with experience	7.50	19.00	16.78	13.23	13.23	13.23
3 years with firm	8.75	20.75	17.66	14.38	14.38	14.38



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 70	Small	Projected New Jobs:	0/yr
Annual Projected Growth: 0.0%		Openings due to Separations:	1/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	- stability	Many employers	growth
Next three years:	Most employers	- stability	Some employers	growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- somewhat difficult	Some employers	- a little difficult
Experienced:	Many employers	- somewhat difficult	Many employers	- a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Offices & Clinics of Medical Doctor	41.8%	8011
Medical laboratories	26.9%	8071
General Medical & Surgical Hospital	19.4%	8062

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

DOT Code:	TITLE	DOT Code:	TITLE
078.261-014	Microbiology Technologist	078.261-026	Cytogenetic Technologist
078.261-038	Medical Technologist	078.281-010	Cytotechnologist
078.381-014	Medical Lab. Technician		

EMPLOYER REQUIREMENTS

Education:	Almost all employers state that most new hires have B.S. degrees
Training:	Many employers say they will accept two years training as a substitute for experience.
Experience:	Many employers usually require related work experience.

IMPORTANT SKILLS

Knowledge of chemistry. Ability to operate precision laboratory equipment, follow laboratory procedures, apply sterilization techniques, perform advanced mathematical computations, and plan and organize the work of others. Must have good color perception.

TRAINING OPPORTUNITIES

Modesto Junior College provides transferable courses toward a bachelor's degree in Biological Sciences or Chemistry at a four year university or college.

WORKER QUALIFICATION PROFILE

California Occupational Guide #17
 Specific Vocational Preparation = 7
 R M L G V N S P Q K F M E C
 GED: 5 4 5 Aptitudes: 2 2 2 2 2 2 3 3 2 5 3
 GOE Code: 02.04.02 Strength: Light

OTHER

Almost all employers report recruiting by way of employee referral and newspaper advertisements. Many report using private employment agencies.

MEDICAL TRANSCRIBER

16 FIRMS RESPONDING

OES Code: N/A

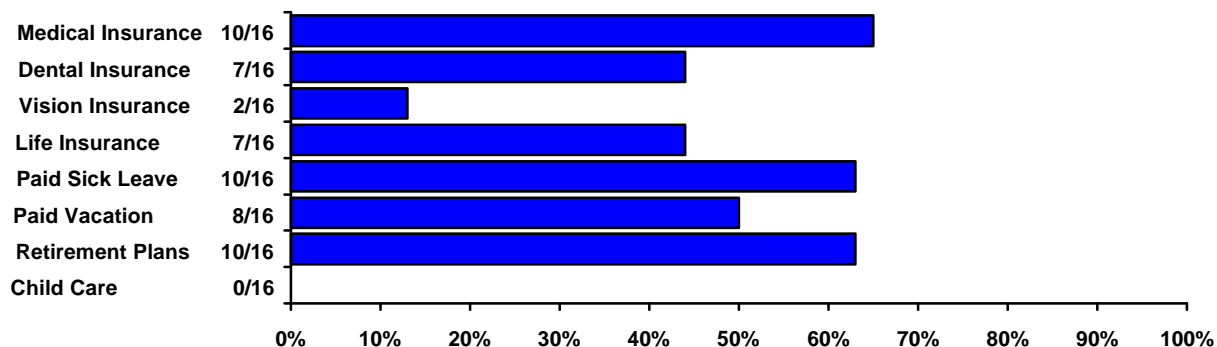
DESCRIPTION

Medical Transcribers use typewriters or word processors to transcribe letters, reports, or other recorded data heard through the earphones of a transcribing machine. They may type unrecorded information such as names, addresses, and dates. They may also type other information and file records.

WAGES/BENEFITS

Union

	Low	High	Median
New hires, no experience	5.75	9.00	7.50
New hires, with experience	7.00	12.00	10.00
3 years with firm	8.50	17.00	11.43



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	70	Small	Projected New Jobs:	1/yr
Annual Projected Growth:	1.1%		Openings due to Separations:	1/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Many employers	- stability	Many employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Most employers - not difficult

Experienced: Many employers - a little difficult Some employers - somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
General Medical & Surgical Hospital	93.8%	8721
Offices and Clinics of Medical Doctors	6.2%	8011

MEDICAL TRANSCRIBER

DOT Code:
203.582-058

TITLE
Transcribing Machine Operator

EMPLOYER REQUIREMENTS

Education: Most surveyed employers report new hires with high school diplomas or equivalent: some report new hires with college but no degree.
Training: Most employers sometimes accept training as a substitute for work experience.
Experience Most employers require work experience.

IMPORTANT SKILLS

Knowledge of medical terminology, good English and punctuation skills, ability to operate a transcribing machine, ability to locate physician errors/omission, and know how to operate portable recording devices.

TRAINING OPPORTUNITIES

Fox School of Medical Transcription
2101 Geer Rd., Suite 303, Turlock, CA 95382
(209) 664-0173
Program length: 9 months
Received upon completion: Certificate

Worldwide Educational Services
1230 13th St. Suite C, Modesto, CA 95354
(209) 575-1933
Program length: 480 hours
Received upon completion: Certificate

Advanced Learning Tree
606 1/2 13th Street, Modesto, CA 95354
(209) 524-4218
Program length: 240 hours (8-10 weeks)
Received upon completion: Certificate

Modesto City Schools (ROP)
1017 Reno Avenue Suite B, Modesto, CA 95351
(209) 576-4137
Program length: 4.5 months
Received upon completion: Certificate

Turlock High School (ROP)
1574 E Canal, Rm 202, Turlock, CA 95380
(209) 667-0643
Program length: 2 semesters
Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 499
Specific Vocational Preparation = 5

Environmental Conditions:
Moderate noise

R M L

G V N S P Q K F M E C

GED: 3 1 3

Aptitudes: 3 3 4 4 4 2 2 2 3 4 5

GOE Code: 07.06.02

Strength: Sedentary

OTHER

Approximately 35% of the employees represented by this study work part time. Most employers seek applicants with word processing skills and most of them recruit via employee referral and newspaper ads.

NURSE AIDES

15 FIRMS RESPONDING

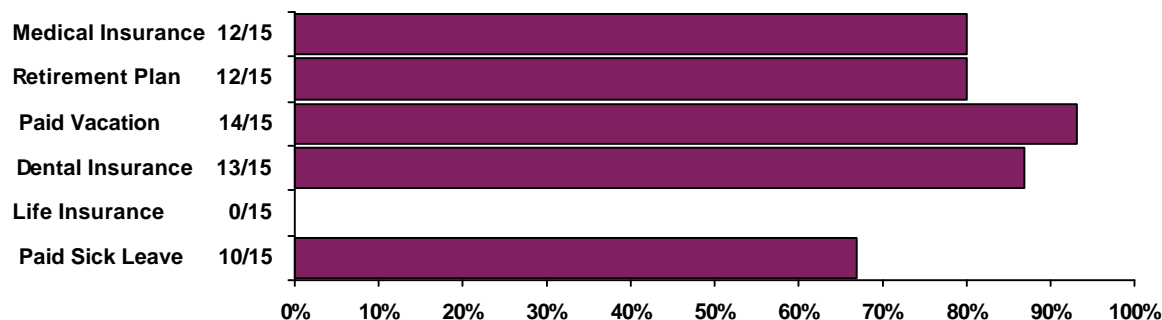
OES Code: 660080

DESCRIPTION

Nurse Aides work under the directions of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	5.00	7.00	6.00
New hires, with experience	5.50	7.50	6.18
3 years with firm	6.25	8.25	7.04



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994: 1280 Very Large Projected New Jobs: 32 /yr
 Annual Projected Growth: 2.7% Openings due to Separations: 16 /yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Skilled Nursing Care Facilities	52%	8051
General Medical & Surgical Hospital	35%	8062
Home Health Care Services	7%	8082

NURSE AIDES

DOT Code:	TITLE	DOT Code:	TITLE
354.374-010	Nurse, Practical	354.677-010	First-Aid Attendant
354.377-010	Birth Attendant	355.674-014	Nurse Aide
355.674-018	Orderly		

EMPLOYER REQUIREMENTS

Education:	Employers report most new hires to have a high school diploma or equivalent and a CNA certificate.
Training:	Employers sometimes accept training as a substitute for experience.
Experience:	Most employers require work experience.

IMPORTANT SKILLS

Knowledge of medical terminology and emergency procedures, ability to take vital signs and perform CPR, understanding of asepsis, possession of a nurses aide certificate (CNA), and ability to handle crisis situations.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP)
1017 Reno Avenue, Suite B, Modesto, CA 95351
(209) 576-4137
Program length: 1 semester, Certificate

Oakdale/Riverbank High Schools (ROP)
739 West G Street, Oakdale, CA 95361
(209) 847-3007
Program length: 1 semester, Certificate

Turlock High School (ROP)
1574 E Canal, Room 202, Turlock, CA 95380
(209) 667-0643
Program length: 1 sem., Certificate, (ready for exam)

Worldwide Educational Services
1230 13th St, Ste C, Modesto, CA 95354
(209) 575-1933
Program length: 480 hours, Certificate

LICENSING

Title and Authority:
Dept. of Health Service Nurse
Asst. Certification Section
1800 3rd St., Suite 200
PO Box 94234-7320
(916) 327-2445

License or exam fee:
Fed. exam & Cert \$80-85
Renewal (every 2 yrs) \$ 20

Other Requirements:
100 hrs of supervised
clinical training & 50 hrs
classroom training.
After completing CNA
program ready to take
state exam.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 442
Specific Vocational Preparation = 4

Environmental Conditions:
Quiet

R M L G V N S P Q K F M E C
GED: 4 2 2 Aptitudes: 4 4 4 4 4 3 4 3 3 4 4
GOE Code: 10.03.02 Strength: Medium

OTHER

Although this occupation does not pay well, it can be the first ring of a career ladder in a growth area. Further education can lead to LVN or on up to RN.

PACKAGING & FILLING MACHINE OPERATORS & TENDERS

12 FIRMS RESPONDING

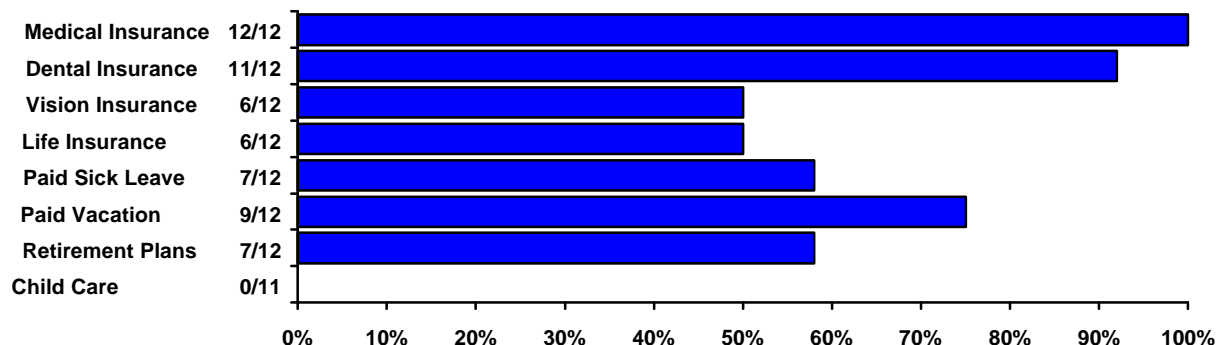
OES Code: 929740

DESCRIPTION

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.50	9.50	5.50	5.00	12.94	7.93
New hires, with experience	5.00	9.50	6.00	6.20	12.94	7.93
3 years with firm	7.00	11.50	8.00	7.20	14.10	10.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	1280	Very Large	Projected New Jobs:	11/yr
Annual Projected Growth:	.7%		Openings due to Separations:	23/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability		
Next three years:	Most employers	- stability	Some employers	- decline

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- somewhat difficult	Some employers	- not difficult
Experienced:	Some employers	- somewhat difficult	Some employers	- not difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Sanitary Paper Products	21.8%	2676
Glass Containers	20.2%	3221
Wines, Brandy, and Brandy Spirits	14.4%	2084

PACKAGING & FILLING MACHINE OPERATORS & TENDERS

DOT Code:

920.685-078

699.685-038

TITLE

Machine Packager

Filling Machine Operator

EMPLOYER REQUIREMENTS

Education: Most surveyed employers report new hires with high school diplomas or equivalent.

Training: Many employers usually accept training as a substitute for work experience.

Experience Most employers do not require work experience.

IMPORTANT SKILLS

Ability to lift at least 50 lbs, good eye-hand coordination, ability to do routine, repetitive work, manual dexterity, good vision, and possess mechanical aptitude.

TRAINING OPPORTUNITIES

Training for this occupation is usually on-the-job

WORKER QUALIFICATION PROFILE

California Occupational Guide # 501

Specific Vocational Preparation = 2

R M L

GED: 2 1 1

GOE Code: 06.04.38

G V N S P Q K F M E C

Aptitudes: 4 4 4 4 4 3 3 3 4 4

Strength: Medium

Environmental Conditions:

Loud noise

OTHER

Several employers surveyed stated that workers are moved from one line or job to another so they do not only perform the duties of this occupation.

Most employers surveyed establish wages and benefits through union contracts. They primarily hire for this occupation through the Employment Development Department, in-house promotion or transfer, and employee referral.

PARALEGAL PERSONNEL

6 FIRMS RESPONDING

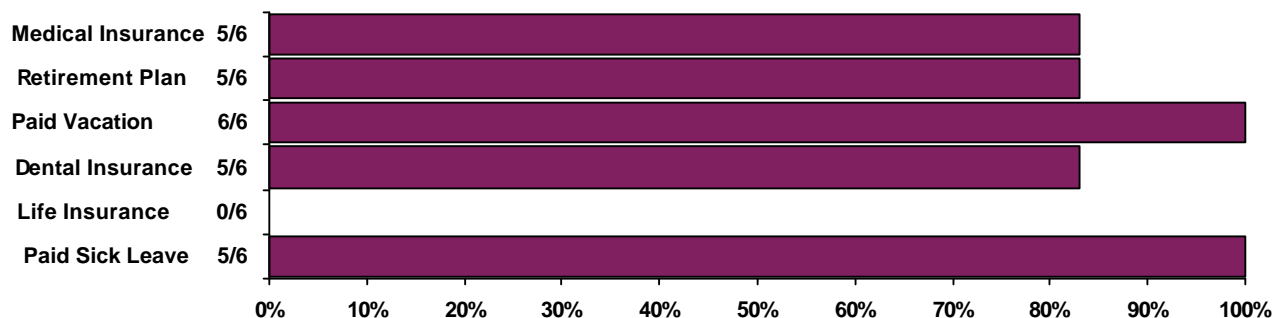
OES Code: 283050

DESCRIPTION

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	6.50	10.50	9.59
New hires, with experience	8.75	13.25	12.21
3 years with firm	11.75	15.75	14.39



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	50	Small	Projected New Jobs:	2/yr
Annual Projected Growth:	4.6%		Openings due to Separations:	0/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperience: Employers report no difficulty Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Legal Services	82%	8111
Local Government	18%	9030

PARALEGAL PERSONNEL

DOT Code:

119.267-026

119.267-022

TITLE

Paralegal

Legal Investigator

EMPLOYER REQUIREMENTS

Education: Employers report most new hires to have an AA degree with a Paralegal certificate.

Training: Employers sometimes accept training as a substitute for experience.

Experience: Most employers require work experience.

IMPORTANT SKILLS

Knowledge of legal terminology, possession of investigative research skills, ability to interview others for information, ability to use good business English and record keeping skills, and knowledge of law office work.

TRAINING OPPORTUNITIES

Honolulu School of Paralegal Education

1031 McHenry Avenue, #13

Modesto, CA 95350

(209) 523-4064

Program length: 6 months

Received upon completion: Certificate

Humphrey's College

3600 Sisk Road

Modesto, CA 95356

(209) 543-9411

Program length: 4 quarters

Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide # 464

Specific Vocational Preparation = 7

R M L

G V N S P Q K F M E C

GED: 5 2 5

Aptitudes: 2 1 3 4 4 3 4 4 4 5 5

GOE Code: 11.04.02

Strength: Light

Environmental Conditions:

Moderate noise

OTHER

This was a limited response study. Also working as paralegals are recent law school graduates who have not yet obtained lawyer placements.

PEST CONTROLLERS AND ASSISTANTS



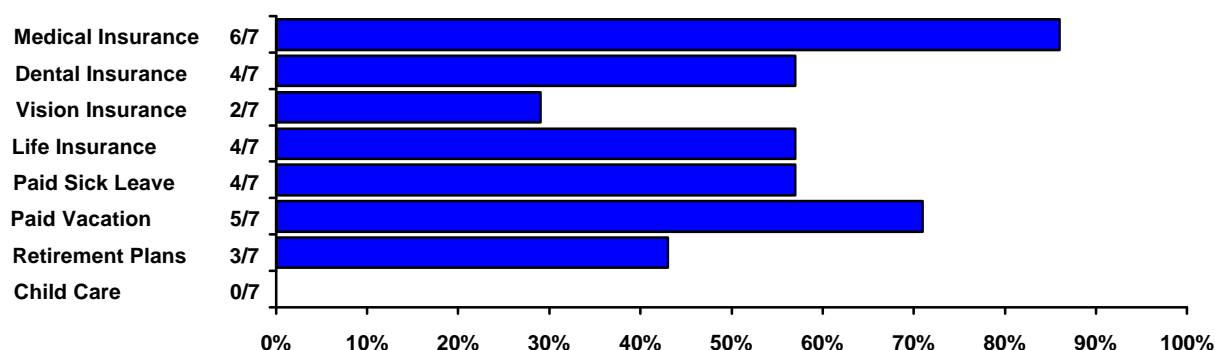
7 FIRMS RESPONDING OES Code: 670080

DESCRIPTION

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	5.75	12.75	6.90
New hires, with experience	6.50	15.75	8.63
3 years with firm	6.75	17.75	8.63



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	70	Small	Projected New Jobs:	1/yr
Annual Projected Growth:	2.0%		Openings due to Separations:	1/yr

EMPLOYERS REPORT 1996

Past year:	Almost all employers	-	growth	
Next three years:	All employers	-	growth	-

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Employers split	a little difficult		somewhat difficult
Experienced:	Many employers	somewhat difficult	Some employers	very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Disinfecting & Pest Control Service	100.0%	7342

PEST CONTROLLERS AND ASSISTANTS

DOT Code:	TITLE	DOT Code:	TITLE
383.361-010	Fumigator	383.687-010	Exterminator Helper, Termite
383.364-010	Exterminator Termite	389.684-010	Exterminator
383.684-010	Exterminator Helper		

EMPLOYER REQUIREMENTS

Education: Almost all employers report most new hires have completed high school or equivalent.
Training: Many employers report that training is sometimes acceptable in lieu of experience.
Experience: Most employers require 12 months related work experience.

IMPORTANT SKILLS

Possession of a good DMV driving record and good customer service skills. Ability to lift 50 lbs repeatedly, tolerate dust and unpleasant odors, climb to high places and stoop and crawl to low spaces.

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
	Exam (Fumigation)	\$10
Pest Control, Field Representative	License	30
Structural Pest Control Board 1422 Howe Ave. Suite 3 Sacramento, CA 95825-3280	Exam (General Pest)	10
	License	30
	Wood Roof Cleaning and Treatment	10
	Exam (Termite) License	30
	Wood Roof Cleaning and Treatment	10
	Exam License	30
	Renewal (every 3 years)	30
		(1) Six months training and experience in fumigating under the immediate supervision of a licensed fumigator (2) Training and experience in pesticide application, equipment, hazards, safety practice, and pest identification under the supervision of a qualified manager licensed in general pest control (3) Training and experience in termite identification, pesticide application, hazards, safety practices, structural inspection procedures and repairs, and report writing under the supervision of a qualified manager licensed in termite control (4) Training and experience in wood roof cleaning and treatment under the supervision of a qualified manager licensed in wood roof cleaning and treatment (5) Minimum Age: 18

WORKER QUALIFICATION PROFILE

California Occupational Guide # N/A
Specific Vocational Preparation = 3
R M L G V N S P Q K F M E C
4 3 3 4 4 4 4 4 4 4 4 5 5
GOE Code: 05.10.09 Strength: Heavy

OTHER

Most recent new hires are recruited from employee referral, newspaper ads, and unsolicited applicants.

PHARMACY TECHNICIANS

13 FIRMS RESPONDING

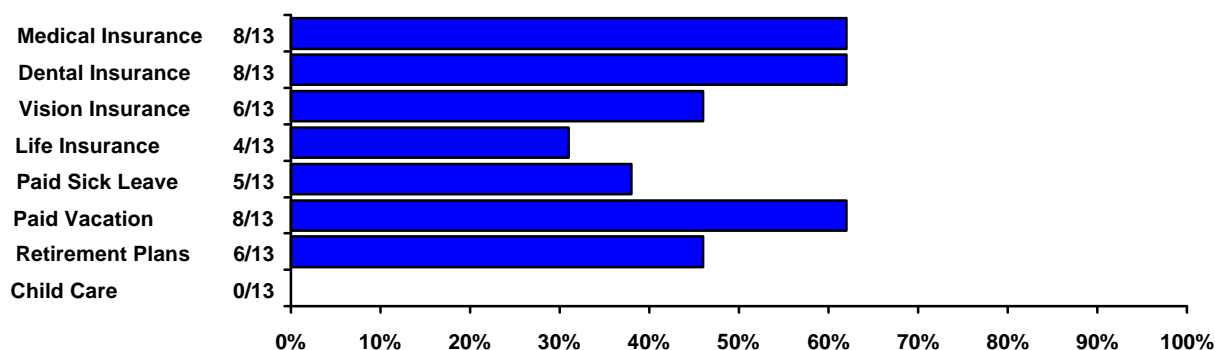
OES Code: 325181

DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	10.50	6.25	N/A	N/A	N/A
New hires, with experience	5.50	10.50	8.00	9.75	9.75	9.75
3 years with firm	7.50	15.00	10.00	11.25	11.25	11.25



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	90	Small	Projected New Jobs:	3/yr
Annual Projected Growth:	3.3%		Openings due to Separations:	2/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- growth	Many employers	- stability

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:
 Inexperienced: Many employers - somewhat difficult
 Experienced: Many employers - somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Drug Stores and Proprietary Stores	66.7%	5912
General Medical & Surgical Hospital	33.3%	8062

PHARMACY TECHNICIANS

DOT Code:
074.382-010

TITLE
Pharmacy Technician

EMPLOYER REQUIREMENTS

Education: Seven of the 13 surveyed employers report most new hires with high school diplomas or equivalent and five of the 13 report most new hires with college but no degree.

Training: Most employers sometimes accept training as a substitute for work experience.

Experience Most employers require work experience.

IMPORTANT SKILLS

Ability to calculate weights and measurements, knowledge of IV additive calculations, knowledge of chemical compounds, ability to type at least 30 wpm, and ability to lift at least 40 pounds repeatedly.

TRAINING OPPORTUNITIES

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Board of Pharmacy 400 R Street, Suite 4070 Sacramento, CA 95814 (916) 445-5014 (213) 897-3125	Registration and fingerprints \$ 57.	AA Degree in a related field of study, or successful completion of a training course specified by the Board, or eligible to take the Board's pharmacist licensure exam, or a year's experience (1,500 hr minimum) performing the tasks of a pharmacy technician.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 456	Environmental Conditions:
Specific Vocational Preparation = 3	Quiet
R M L	G V N S P Q K F M E C
GED: 3 3 3	Aptitudes: 3 3 3 4 3 3 4 3 3 5 3
GOE Code: 05.09.01	Strength: Light

OTHER

The survey reveals a 15.9% growth in this occupation during the past year, which is higher than the projection on the preceding page.

Most employers surveyed seek applicants with computer skills or ability to learn pharmacy software.

PLUMBERS, PIPEFITTERS, STEAMFITTERS

12 FIRMS RESPONDING



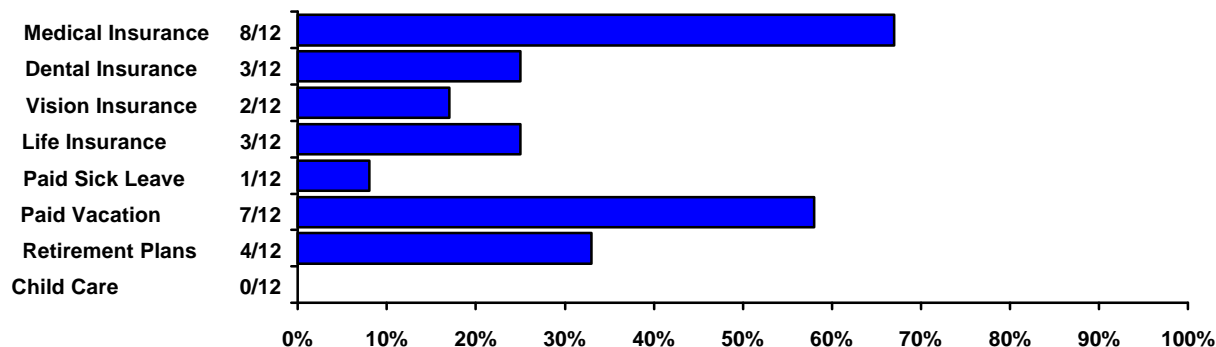
OES Code: 875020

DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.50	12.00	7.50	N/A	N/A	N/A
New hires, with experience	5.00	16.00	9.50	33.98	33.98	33.98
3 years with firm	8.00	18.00	12.25	33.98	33.98	33.98



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	330	Medium	Projected New Jobs:	6/yr
Annual Projected Growth:	1.9%		Openings due to Separations:	7/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	-	stability	
Next three years:	Most employers	-	stability	Some employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Many employers - somewhat difficult

Experienced: Most employers - somewhat difficult Some employers - very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Plumbing, Heating, Air-Conditioning	68.9%	1711
Single-Family Housing Construction	5.3%	1521

PLUMBERS, PIPEFITTERS, STEAMFITTERS

DOT Code:	TITLE
862.381-030	Plumbers
862.281-022	Pipefitters

EMPLOYER REQUIREMENTS

Education: Ten of 12 surveyed employers report most new hires with high school diplomas or equivalent and two report most new hires with some college without degree.

Training: Most employers sometimes accept training as a substitute for work experience.

Experience Many employers require work experience.

IMPORTANT SKILLS

Soldering skills, understanding of building codes, ability to read blueprints, ability to work in cramped/confined spaces, and the ability to lift at least 50 pounds repeatedly.

TRAINING OPPORTUNITIES

Stanislaus Area Plumbers, Pipe & Refrigeration
Fitters J.A.T.C. #437 (Apprenticeship)
1314 9th Street, Modesto, CA 95354
(209) 526-0565
Program length: 5 years
Received upon completion: Certificate

Modesto City Schools (ROP)
1017 Reno Avenue, Modesto, CA 95351
(209) 576-4137
Program length: 2 semesters
Received upon completion: Certificate

Oakdale/Riverbank High Schools (ROP)
739 West G Street, Oakdale, CA 95361
(209) 869-1891
Program length: 2 semesters
Received upon completion: Certificate

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Modesto Branch	Application \$ 250.	4 years at journeyman level within
3320 Tully Road, B-8	License \$ 150.	the last 10 years, pass the three hour
Modesto, CA 95350	Asbestos Certification \$ 50.	trade and three hour business
(209) 576-6235	Renewal (every 2 yrs.) \$ 300.	operation test, asbestos certification
	License bond \$7,500	(if working with asbestos)

WORKER QUALIFICATION PROFILE

California Occupational Guide # 173	Environmental Conditions:
Specific Vocational Preparation = 7	Occasionally exposed to weather,
R M L	atmospheric and other conditions
GED: 4 3 3	
Aptitudes: 3 3 3 3 3 4 3 3 2 4 4	
GOE Code: 05.05.03	Strength: Heavy

OTHER

Most employers recruit via newspaper advertisements. Some recruit from employee referrals and the Employment Development Department.

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS

12 FIRMS RESPONDING

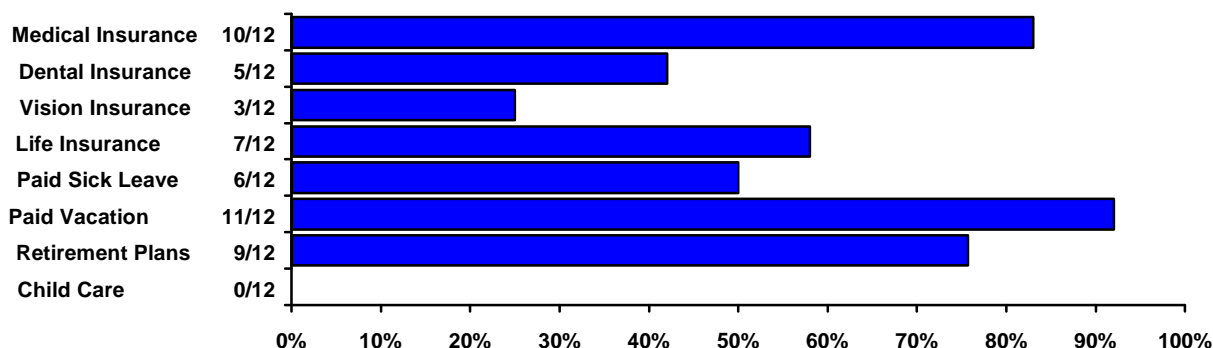
OES Code: 830050

DESCRIPTION

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	14.50	8.00	7.57	7.57	7.57
New hires, with experience	6.00	14.50	8.00	7.57	7.57	7.57
3 years with firm	7.00	24.00	10.00	9.57	9.57	9.57



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996:	660	Large	Projected New Jobs:	7/yr
Annual Projected Growth:	1.2%		Openings due to Separations:	13/yr

EMPLOYERS REPORT 1996

Past year:	Most employers	- growth	Some employers	stability
Next three years:	Most employers	- stability	Many employers	growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- a little difficult	Some employers	- somewhat difficult
Experienced:	Most employers	somewhat difficult	Some employers	- very difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Glass Containers	52.6%	3221
Metal Cans	9.6%	3411
Salted and Roasted Nuts and Seeds	3.4%	2068
Dehydrated Fruits, Vegetables, soup	3.3%	2034

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS

DOT Code:	TITLE
194.387-010	Quality Control Inspector
369.687-022	Inspector
529.367-022	Quality Control Technician
579.585-010	Sampler-Tester
726.684-062	Printed Circuit Board Inspector

EMPLOYER REQUIREMENTS

Education:	Many employers report that most new hires have completed high school or equivalent, some report that most new hires have some college.
Training:	Most employers will sometimes allow training to substitute for work experience.
Experience:	Many employers usually require related work experience.

IMPORTANT SKILLS

Ability to use inspection equipment, lift at least 50 lbs., stand for prolonged periods of time, use precision tools, perform basic mathematical computations, read and follow instructions, and get along with others. Also important is to have good color perception and specific product knowledge..

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 465
Specific Vocational Preparation = 3

	R M L		G V N S P Q K F M E C
GED:	3 2 2	Aptitudes:	3 4 3 4 2 4 4 4 4 5 5
GOE Code:	06.03.01	Strength:	Varies by product

OTHER

Most employers report using current employee referral, newspaper advertisements, the Employment Development Department (EDD), and in-house promotion/transfer to recruit applicants.

RECEPTIONISTS AND INFORMATION CLERKS

12 FIRMS RESPONDING

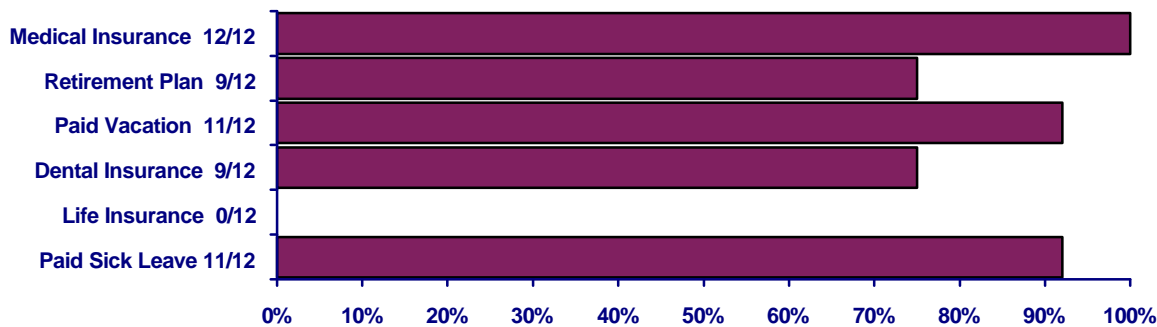
OES Code: 553050

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	5.00	8.50	6.00
New hires, with experience	6.00	9.50	6.88
3 years with firm	6.75	10.50	8.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	1400	Very Large	Projected New Jobs:	48 /yr
Annual Projected Growth:	3.7%		Openings due to Separations:	23 /yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Offices & Clinics of Medical Doctors	19%	8011
Offices & Clinics of Dentists	7%	8020
Canned Fruits and Vegetables	5%	2033
Legal Services	5%	8111

RECEPTIONISTS AND INFORMATION CLERKS

DOT Code:	TITLE	DOT Code:	TITLE
237.367-038	Receptionist	237.367-010	Referral & Information Aide
237.367-022	Information Clerk	237.367-010	Appointment Clerk
205.367-038	Registrar		

EMPLOYER REQUIREMENTS

Education:	Employers report new hires have a high school diploma or equivalent.
Training:	Employers sometimes accept training as a substitute for experience
Experience:	Most employers usually require work experience.

IMPORTANT SKILLS

Ability to operate a multi-line command phone center, possession of good English, grammar, spelling, and punctuation skills, possession of alphabetic and numeric filing skills, good customer service skills, and the ability to work under supervision.

TRAINING OPPORTUNITIES

Oakdale/Riverbank High Schools (ROP) 739 West G Street, Oakdale, CA 95361 (209) 847-3007 Program length: 2 semesters Received upon completion: Certificate	Turlock High School (ROP) 1574 East Canal, Room 202, Turlock, CA 95380 (209) 667-0643 Program length: 4 to 10 months Received upon completion: Certificate
Hughson High School (ROP) 7419 E Whitmore, Hughson, CA 95326 (209) 883-0481 Program length: 2 semesters Received upon completion: Certificate	Modesto City Schools (ROP) 1017 Reno Avenue, Suite B, Modesto, CA 95380 (209) 667-0643 Program length: 2 semesters Received upon completion: Certificate
Modesto Junior College 435 College Avenue, Modesto, CA 95350 (209) 575-6056 Program length: 3-4 semesters Received upon completion: Certificate,*AA/AS	Worldwide Educational Services 1230 13th Street, Modesto, CA 95354 (209) 575-1933 Program length: 16 weeks Received upon completion: Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide #	21	Environmental Conditions:
Specific Vocational Preparation =	4	Quiet
R M L	G V N S P Q K F M E C	
GED: 3 2 3	Aptitudes: 3 3 4 4 4 3 4 4 4 5 5	
GOE Code: 070404	Strength: Sedentary	

OTHER

Receptionists who primarily operate switchboards are not included, if, indeed, that occupation still exists. This position can be an entry to other higher paying jobs within the organization if the applicant meets the requirements; in other words it can be a “foot inside the door” of an organization for the applicant encountering a competitive job search environment.

* Program names and requirements may vary slightly. Please refer to the 1996 Vocational Directory for more specific information.

REGISTERED NURSES

12 FIRMS RESPONDING

OES Code: 325020

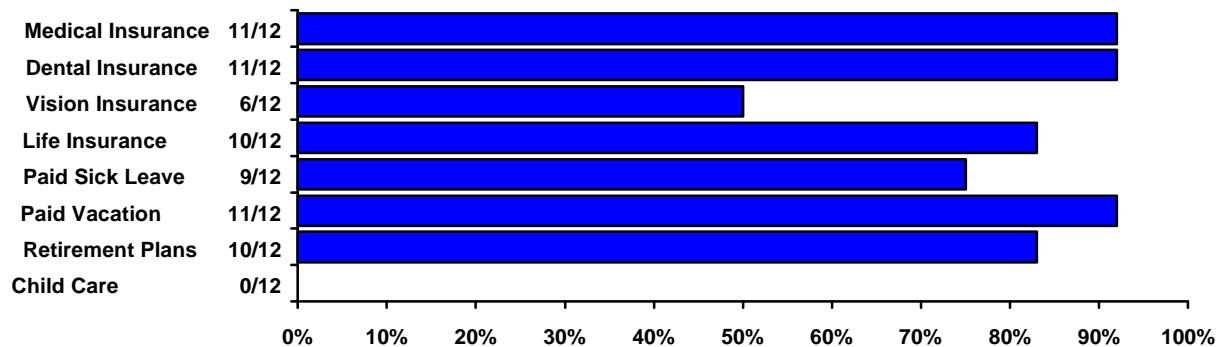
DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

WAGES/BENEFITS

Union

	Low	High	Median
New hires, no experience	11.70	18.00	15.54
New hires, with experience	12.50	20.00	16.63
3 years with firm	14.00	24.00	19.09



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	2320	Very Large	Projected New Jobs:	50/yr
Annual Projected Growth:	2.4%		Openings due to Separations:	29/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- stability	Some employers	- growth
Next three years:	Most employers	- stability	Some employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Many employers	- somewhat difficult	Some employers	- a little difficult
Experienced:	Many employers	- somewhat difficult	Some employers	- a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
General Medical & Surgical Hospital	73.9%	8062
Offices & Clinics of Medical Doctor	8.1%	8011

REGISTERED NURSES

DOT Code:	TITLE
075.364-010	General Duty Nurse
075.374-014	Nurse, Office

EMPLOYER REQUIREMENTS

Education:	Most surveyed employers report new hires with AA degrees and some employers report new hires with BA degrees.
Training:	Most employers sometimes accept training as a substitute for work experience.
Experience	Most employers usually require work experience.

IMPORTANT SKILLS

Knowledge of medical terminology, ability to provide personal services to patients, ability to administer injections, ability to take vital signs, understanding of asepsis, and intensive care treatment skills.

TRAINING OPPORTUNITIES

Modesto Junior College 435 College Avenue, Modesto, CA 95350 (209) 575-6056 Program length: 2-4 semesters, Cert.,* AA/AS	Andon College 1314 H Street, Modesto, CA 95354 (209) 571-8777 Program length: 31 weeks, ready for RN exam
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Valley Commercial College
910 12th Street, Modesto, CA 95354
(209) 578-0616
Program length 60 weeks, AS Degree

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Board of Registered Nursing 400 R Street, Suite 4030 Sacramento, CA 95814 (916)322-3350	Licensure by endorsement application \$ 50 2 fingerprints \$ 55 Temporary license \$ 30 Licensure by exam \$ 75 Fingerprint \$ 32 Interim Permit \$ 30 Renewal \$ 80 (every 2 birthdays)	H.S. graduate or equivalency cert, Associate Degree of Nursing or Bachelor of Science (BSN), or Diploma or Master of Science Degree Methods of licensure: Endorsement: Proof of licensure from another state and completion of requirements Exam: Passage of RN exam based on RN Board educational requirements

WORKER QUALIFICATION PROFILE

California Occupational Guide # 29	Environmental Conditions:
Specific Vocational Preparation = 7	Moderate noise
R M L	G V N S P Q K F M E C
GED: 5 4 5	Aptitudes: 2 2 3 3 3 2 3 3 3 4 4
GOE Code: 10.02.01	Strength: Medium

OTHER

Most employers recruit via newspaper advertisements and employee referrals.

* Program names and requirements may vary slightly. Please refer to the Vocational Directory for more specific information.

SALESPERSONS - PARTS



14 FIRMS RESPONDING

OES Code: 490140

DESCRIPTION

Parts Salespersons sell spare and replaceable parts and equipment from behind the counter of an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. This does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment and other items.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	11.25	6.00
New hires, with experience	4.75	13.50	8.00
3 years with firm	5.00	15.00	10.00

Medical Insurance	14/14	
Retirement Plans	5/14	
Paid Vacation	14/14	
Dental Insurance	9/14	
Life Insurance	8/14	
Vision Insurance	6/14	
Paid Sick Leave	6/14	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1993: 370 Medium Projected New Jobs: 8/yr
 Annual Projected Growth: 2.3% Openings due to Separations: 12/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Little difficulty

Experienced: Some difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
New & Used Car Dealers	23%	5511
Auto & Home Supply Stores	18%	5531
Motor Vehicle Supplies & New Parts	9%	5013
Farm & Garden Machinery	9%	5083
Hardware Stores	9%	5251

SALESPERSONS - PARTS

DOT Code:

279.357-062

277.357-050

TITLE

Sales Person, Parts

Salesperson Photo, Support

EMPLOYER REQUIREMENTS

Education: All employers responding report recent hires have high school diploma or equivalent.
Training: Most new hires have had no vocational training.
Experience: Most employers usually require related work experience, but will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Ability to apply sales techniques, understanding of inventory techniques, knowledge of software applications, possess product knowledge, and ability to lift at least 50 pounds repeatedly.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

RECRUITMENT PRACTICES USED

Most employers report using in-house promotion/transfers and newspaper advertisements. Many reported using current employee referrals and unsolicited walk-ins.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 237

Specific Vocational Preparation = 5

R M L

G V N S P Q K F M E C

GED: 4 3 4

Aptitudes: 3 3 3 3 3 3 4 3 3 5 4

GOE Code: 08.02.03

Strength: Light

Environmental Conditions:

Moderate noise

SALESPERSONS - RETAIL -Except Vehicle Sales

11 FIRMS RESPONDING

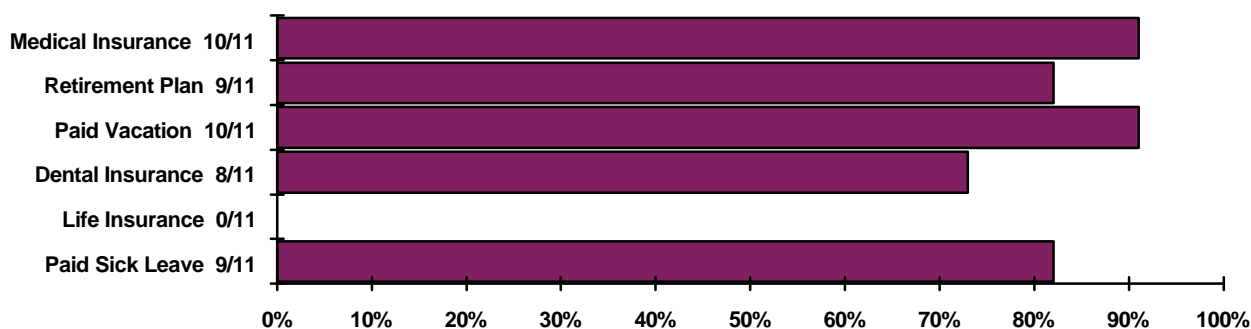
OES Code: 490112

DESCRIPTION

Retail salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	4.25	7.00	5.00	6.50	6.50	6.50
New hires, with experience	4.50	7.00	5.38	8.00	8.00	8.00
3 years with firm	6.00	13.00	7.00	8.00	8.00	8.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	5124	Very Large	Projected New Jobs:	134/yr
Annual Projected Growth:	2.8%		Openings due to Separations:	202/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Department Stores	28.2%	5311
Grocery Stores	6.4%	5411
Misc. General Merchandise Stores	6.3%	5399
Women's Clothing Stores	4.3%	5621

SALESPERSONS - RETAIL - Except Vehicle Sales

DOT Code:	TITLE	DOT Code:	TITLE
279.357-054	Salesperson, General Merchandise	299.467-010	Layaway Clerk
290.477-014	Sales Clerk	290.477-018	Salesperson, Women's Apparel
299.677-010	Sales Attendant	277.357-058	Salesperson, Sporting Goods

EMPLOYER REQUIREMENTS

- Education:** Employers report that most new hires have a high school diploma or equivalent.
- Training:** Employers sometimes accept training as a substitute for experience.
- Experience:** Employers sometimes require work experience.

IMPORTANT SKILLS

Ability to make change, and operate a computerized cash register, .knowledge of sales and inventory techniques, and possession of public contact skills.

TRAINING OPPORTUNITIES

Modesto City Schools (ROP) 1017 Reno Avenue, Suite B Modesto, CA 95351 (209) 576-4137 Program length: 2 semesters Received upon completion: Certificate	Worldwide Educational Services 1230 13th Street, Suite C Modesto, CA 95354 (209) 575-1933 Program length: 125 hours Received upon completion: Certificate
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WORKER QUALIFICATION PROFILE

California Occupational Guide # 536
Specific Vocational Preparation = 4

R M L	G V N S P Q K F M E C
GED: 4 3 4	Aptitudes: 3 3 3 4 4 3 3 3 5 4
GOE Code: 08.02.03	Strength: Light

OTHER

Most employees in this occupation work part-time and about half of the employers offer some benefits to part-time employees. A salesperson could advance to sales manager or department manager.

SALES REPRESENTATIVES - Except Scientific and Related Products and Services and Retail Sales



13 FIRMS RESPONDING

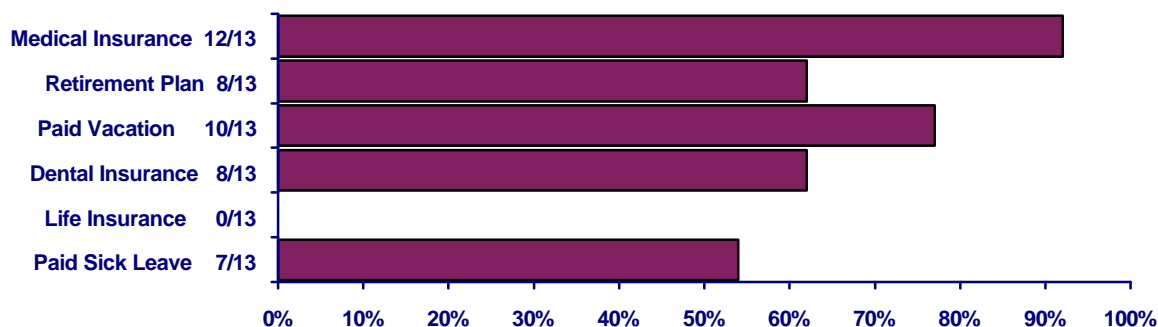
OES Code: 490080

DESCRIPTION

Sales Representatives, Except Scientific and Related Products, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.25	14.75	8.72
New hires, with experience	5.00	18.50	11.62
3 years with firm	6.50	19.50	14.53



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	1370	Very Large	Projected New Jobs:	33/yr
Annual Projected Growth:	2.5%		Openings due to Separations:	29/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Groceries, General Line	8%	5141
Service Establishment Equipment	9%	5087
Groceries and Related Products	5%	5149

SALES REPRESENTATIVES - Except Scientific and Related Products and Services and Retail Sales

DOT Code: TITLE

279.357-014 Sales Rep., General
260.357-014 Sales Rep., Food Products
261.357-050 Sales Rep., Vending & Coin Machine
261.357-022 Men's and Boys' Apparel
261.357-038 Women's and Girls' Apparel

DOT Code: TITLE

260.357-010 Commission Agent, Livestock
279.157-010 Manufacturers' Representative
279.157-010 Commission Agent, Ag. Produce
260.257-010 Sales Rep., Livestock

EMPLOYER REQUIREMENTS

Education: Employers report that most new hires have a high school diploma or equivalent.

Training: Employers rarely accept training as a substitute for experience.

Experience: Most employers require work experience.

IMPORTANT SKILLS

Possession of verbal presentation and telephone sales skills, ability to apply sales techniques, ability to demonstrate knowledge of specific products, possession of report writing skills, and the ability to prepare and arrange sales contracts.

TRAINING OPPORTUNITIES

Classroom training does not normally apply to this occupation. The manufacturer usually trains the sales representative in product knowledge.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 542

Specific Vocational Preparation = 5

R M L

G V N S P Q K F M E C

GED: 4 3 4

Aptitudes: 3 3 3 4 4 3 4 4 4 4 4

GOE Code: 08.02.01

Strength: Light

Environmental Conditions:

Moderate noise

OTHER

This classification includes a myriad of sales representative occupations. Hourly wages are shown but many sales representatives are paid monthly and part of their compensation is on commission basis.

SECRETARIES, GENERAL

9 FIRMS RESPONDING

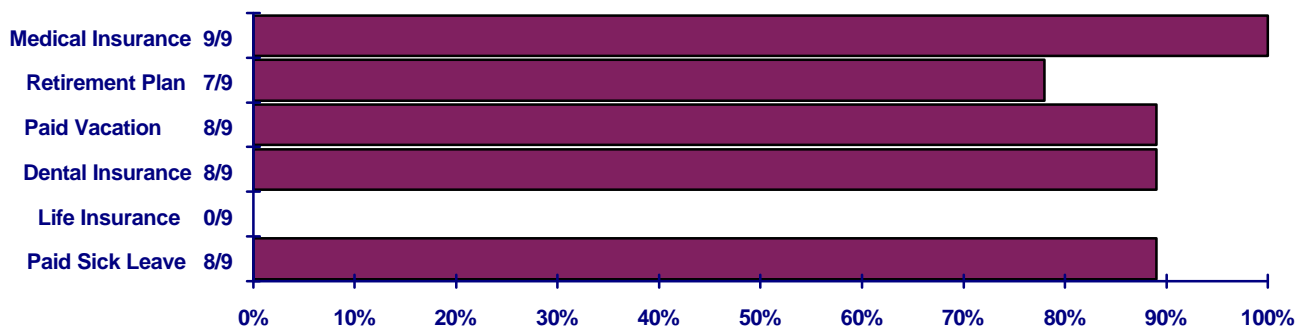
OES Code: 551080

DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. This code does not include Medical and Legal Secretaries.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Medium
New hires, no experience	5.00	10.00	7.50	7.17	12.29	9.10
New hires, with experience	6.00	11.00	8.32	7.90	13.06	9.84
3 years with firm	9.50	12.25	10.47	8.70	13.79	11.25



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	1,960	Very Large	Projected New Jobs:	50/yr
Annual Projected Growth:	2.7%		Openings due to Separations:	46/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers reported no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Government	8%	9030
Elementary and Secondary Schools	6%	8211
Junior College	1%	8222

SECRETARIES, GENERAL

DOT Code:	TITLE
201.362-030	Secretary
201.162-010	Social Secretary
201.362-018	Membership Secretary
201.362-022	School Secretary

EMPLOYER REQUIREMENTS

- Education:** Employers report that most new hires have a high school diploma or equivalent.
- Training:** Most employers sometimes accept training as a substitute for experience.
- Experience:** Employers usually require work experience.

TRAINING OPPORTUNITIES

Regional Occupational Programs
Hughson and Turlock HS
Office Occupations

Modesto City Schools
Office Administration

Modesto Junior College
Clerical

Private Schools
Computer Tutor
Valley Commercial College
Worldwide Educational Services

WORKER QUALIFICATION PROFILE

California Occupational Guide # 128
Specific Vocational Preparation = 6

R M L G V N S P Q K F M E C
GED: 4 3 4 Aptitudes: 3 2 3 4 3 2 2 2 3 5 5
GOE Code: 07.01.03 Strength: Sedentary

Environmental Conditions:
Moderate noise

OTHER

This is a very large occupation but only about a third of responding employers reported difficulty in finding experienced applicants to fill their openings. Secretaries may advance to administrative assistant or executive secretary.

STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD



10 FIRMS RESPONDING

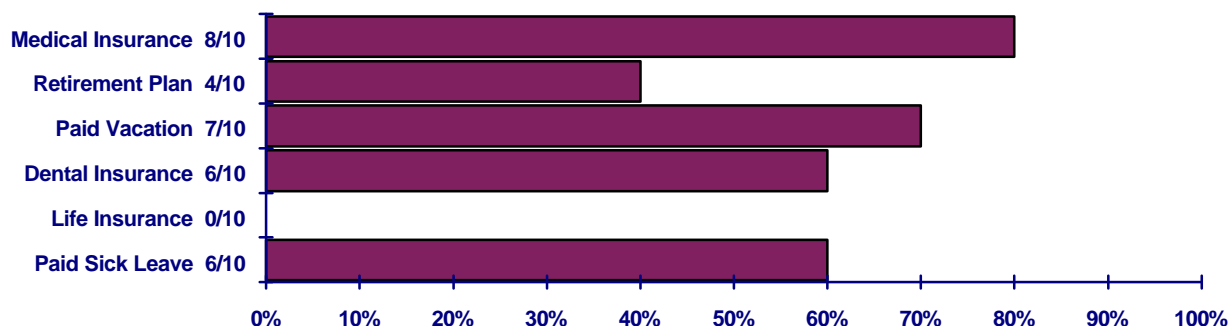
OES Code: 580230

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, keep records, and compile stock reports. This study does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	5.00	8.25	7.30	7.27	7.27	7.27
New hires, with experience	5.50	11.75	8.00	8.72	8.72	8.72
3 years with firm	8.00	17.50	9.89	14.53	14.53	14.53



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	640	Large	Projected New Jobs:	11/yr
Annual Projected Growth:		1.8%	Openings due to Separations:	14/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty Experienced: Employers report no difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Grocery Stores	8%	5411
General Medical & Surgical Hospital	8%	8062
Local Government	6%	9030

STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD

DOT Code:

299.367-014

299.677-014

TITLE

Stock Clerk, Self Service Storage

Sales Attendant, Building Materials

EMPLOYER REQUIREMENTS

Education: Employers report that most new hires have a high school diploma or equivalent.

Training: Most employers sometimes accept training as a substitute for experience.

Experience: Employers usually require work experience.

IMPORTANT SKILLS

Ability to stand for prolonged periods, lift at least 50 pounds repeatedly, and stock shelves, understanding of inventory techniques, and possession of labeling skills.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 74

Specific Vocational Preparation = 4

R M L

G V N S P Q K F M E C

GED: 3 3 2 Aptitudes: 3 3 3 3 3 2 4.4 3 5 4

GOE Code: 05.09.01 Strength: Heavy

Environmental Conditions:

Quiet

OTHER

In grocery stores Stock Clerks often start out as baggers and learn on the job.

TEACHERS, SPECIAL EDUCATION

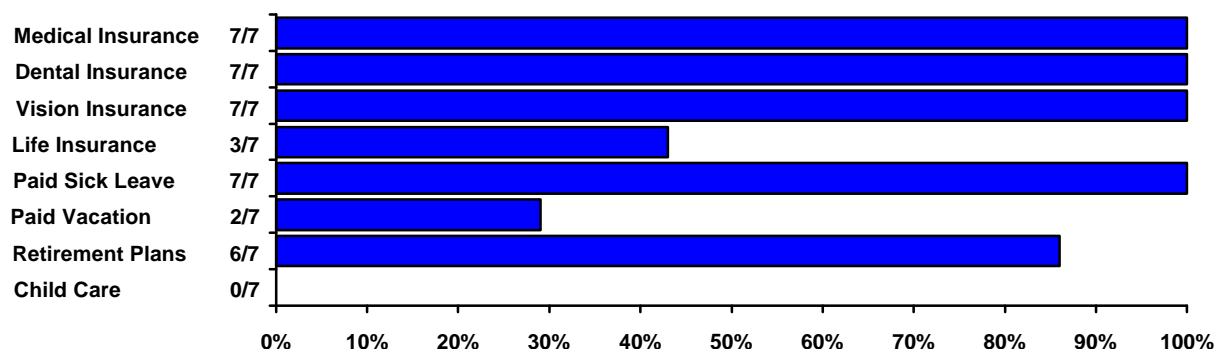
7 FIRMS RESPONDING OES Code: 313110

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. This may include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	12.47	19.15	13.70
New hires, with experience	14.25	22.82	18.70
3 years with firm	15.34	25.06	21.92



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 400 Medium Projected New Jobs: 10/yr
 Annual Projected Growth: 2.5% Openings due to Separations: 6/yr

EMPLOYERS REPORT 1996

Past year: Most employers - stability Many employers growth
 Next three years: Most employers - stability Some employers growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Most employers somewhat difficult Many employers very difficult
 Experienced: Most employers very difficult Many employers somewhat difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Elementary and Secondary Schools	99.5%	8211

TEACHERS, SPECIAL EDUCATION

DOT Code:	TITLE	DOT Code:	TITLE
094.224-010	Teacher, Hearing Impaired	094.227-010	Teacher, Emotionally Impaired
094.224-014	Teacher, Physically Handicapped	094.227-022	Teacher, Mentally Impaired
094.224-018	Teacher, Visually Impaired	094.227-030	Teacher, Learning Disabled

EMPLOYER REQUIREMENTS

- Education:** Employers report most new hires have graduate study level education.
- Training:** Of those employers requiring related work experience, almost all report they accept training as a substitute for the experience.
- Experience:** Employers were split on requiring related work experience.

IMPORTANT SKILLS

Ability to manage a classroom; assess cognitive, language, self, social, and motor skills; plan and organize training and recreation; administer emergency first aide, handle crisis situations, maintain classroom discipline.

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Teacher, Elementary	Multiple Subject Teaching	For Five Year Preliminary
State of California Commission	Credential	(1) BA degree
on Teacher Credentialing	Application	(2) Professional preparation program
1812 9th Street	CBEST	including student teaching
Sacramento, CA 95814-7000	Fingerprint Clearance	(3) CBEST Exam
(916) 445-7254	MSAT Exam	(4) U.S. Constitution
	Filing MSAT Score Report	(5) Teaching of Reading
		(6) Subject-Matter Competence
		(MSAT)
		For Professional Clear
		(&) Fifth year of study including:
		special education, health education,
		and computer education course work
	Renewals/Reissues	
		65
		Renewing Professional Clear One half
		of one year teaching experience and
		150 hours continuing education/staff
		development
		Special Education
		Additional 30 units required courses

WORKER QUALIFICATION PROFILE

California Occupational Guide # 404

Specific Vocational Preparation = 7

R M L	G V N S P Q K F M E C
5 4 5	2 2 2 2 3 3 3 3 3 3

GOE Code: 10.02.03 Strength: Light

OTHER

Surveyed employers state most recent new hires are recruited from newspaper ads, public school or program referral, employee referral, and in-house promotion or transfer.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS



10 FIRMS RESPONDING

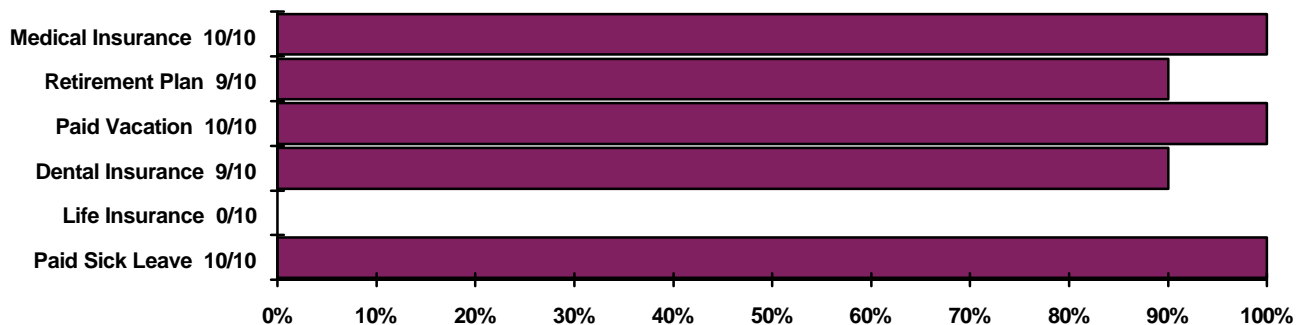
OES Code: 580280

DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; and arranging for the transportation of products. This study does not include Stock clerks and workers whose primary duties involve weighing and checking.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Medium
New hires, no experience	5.00	8.75	6.50	5.00	5.00	5.00
New hires, with experience	6.50	9.25	7.00	6.00	6.00	6.00
3 years with firm	7.25	13.00	9.65	7.00	8.03	7.52



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994:	730	Large	Projected New Jobs:	13/yr
Annual Projected Growth:	1.8%		Openings due to Separations:	9/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty

Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
U.S Postal Service	14%	4311
Grocery Stores	5%	5411
Wines, Brandy and Brandy Spirits	3%	2084
Catalog and Mail Order Houses	3%	5961

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

DOT Code:

222.387-050

214.587-014

TITLE

Shipping & Receiving Clerk

Traffic Clerk

EMPLOYER REQUIREMENTS

Education: Employers report that most new hires have a high school diploma or equivalent.

Training: Most employers sometimes accept training as a substitute for experience.

Experience: Employers usually require work experience.

IMPORTANT SKILLS

Understanding of inventory techniques, ability to lift at least 50 pounds repeatedly, and operate a forklift, and possession of a valid driver's license.

TRAINING OPPORTUNITIES

Classroom training specific to this occupation is not available.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 63

Specific Vocational Preparation = 4

R M L

G V N S P Q K F M E C

GED: 3 3 2

Aptitudes: 2 3 3 2 2 4 3 3 3 5 4

GOE Code: 06.01.04

Strength: Medium

Environmental Conditions:

Moderate noise

OTHER

Employers' response to whether or not they have difficulty finding qualified experienced applicants was split: a slightly greater percentage of employers report that they do have difficulty.

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER



14 FIRMS RESPONDING

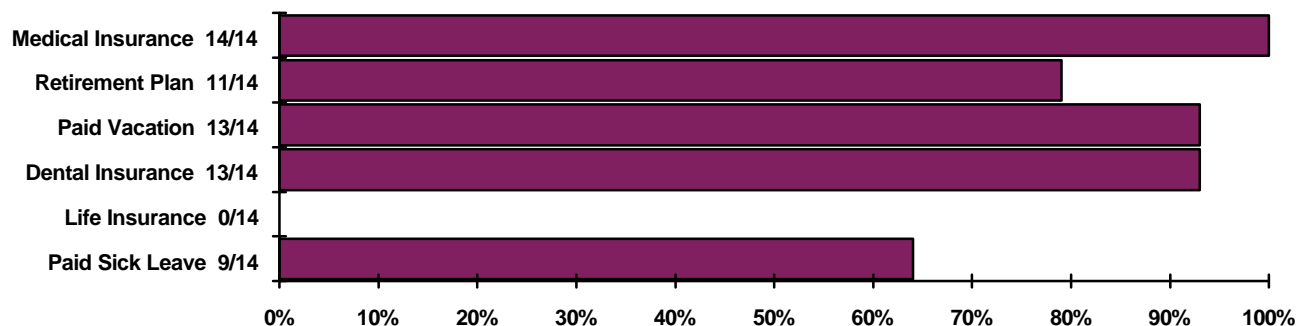
OES Code: 971020

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Medium
New hires, no experience	4.25	9.00	7.50	9.80	16.02	12.91
New hires, with experience	4.25	13.75	9.50	9.60	16.02	10.73
3 years with firm	9.25	14.25	12.50	10.72	16.02	12.16



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1994: 1,840 Very Large Projected New Jobs: 38/yr
 Annual Projected Growth: 2.1% Openings due to Separations: 48/yr

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Employers report no difficulty

Experienced: Employers report difficulty

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Trucking, Without Storage	28%	4212
Trucking, Except Local	16%	4213
Grocery Stores	4%	5411

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

DOT Code:	TITLE	DOT Code:	TITLE
905.663-014	Truck Driver, Heavy	900.683-010	Concrete-Mixing Truck Driver
904.383-010	Tractor Trailer Truck Driver		

EMPLOYER REQUIREMENTS

Education:	Employers report that most new hires have a high school diploma or equivalent.
Training:	Most employers sometimes accept training as a substitute for experience.
Experience:	Employers usually require work experience.

IMPORTANT SKILLS

Possession of a valid Class A driver's license, good DMV record, and map reading skills, knowledge of safety procedures, ability to read invoices, pass a pre-employment medical examination and knowledge of local streets.

TRAINING OPPORTUNITIES

Western Pacific Truck School
2316 Nickerson Drive, Modesto, CA 95358
(209) 531-9226
Program length: 160 hours
Received upon completion: Diploma

LICENSING

Title and Authority:	License or exam fee:	Other Requirements:
Department of Motor Vehicles Commercial Issuance (916) 657-5771	Written Exam \$ 28. Road driving test \$ 30. Renewal (every 4 yrs) \$ 28.	Have a good driving record, minimum age is 18 to transport intrastate cargo, and 21 to transport interstate, must have a valid medical report.

WORKER QUALIFICATION PROFILE

California Occupational Guide # 255	Environmental Conditions:
Specific Vocational Preparation = 4	Loud noise
R M L	G V N S P Q K F M E C
GED: 3 2 2	Aptitudes: 3 4 3 3 4 4 3 4 3 3 4
GOE Code: 05.08.01	Strength: Medium

OTHER

A good driving record and a Class A Driver's license are required. This is a non-traditional occupation for women.

TRUCK DRIVERS, LIGHT, INCLUDING DELIVERY & ROUTE



12 FIRMS RESPONDING

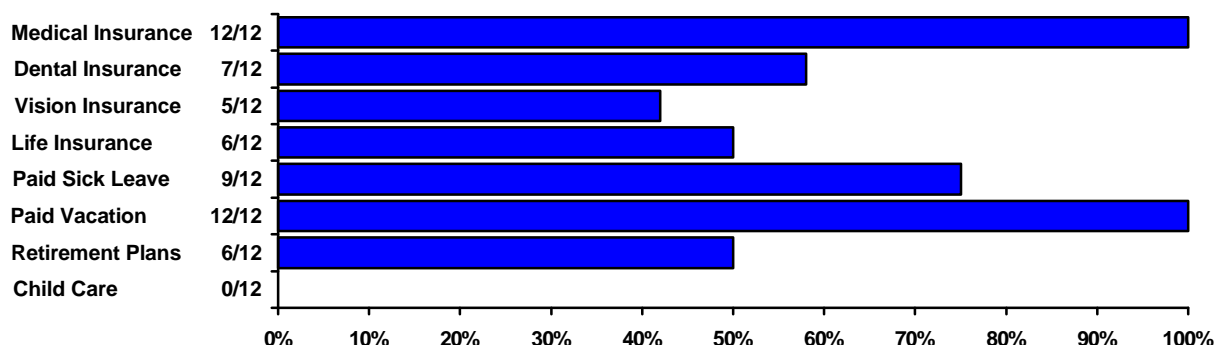
OES Code: 971050

DESCRIPTION

Truck drivers, light, including delivery and route workers, drive trucks with a capacity under 3 tons. They may drive light trucks to deliver or pick up merchandise and may load and unload trucks.

WAGES/BENEFITS

	Low	High	Median
New hires, no experience	4.75	8.00	6.50
New hires, with experience	4.75	9.00	8.00
3 years with firm	5.00	12.00	9.00



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1993-2000

Size, 1996: 1510 Very Large Projected New Jobs: 34/yr
 Annual Projected Growth: 2.9% Openings due to Separations: 20/yr

EMPLOYERS REPORT 1996

Past year: Most employers - stability Some employers - growth
 Next three years: Many employers - stability Many employers - growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced: Many employers a little difficult Some employers - somewhat difficult
 Experienced: Many employers a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local trucking, without storage	17.4%	4212
Eating places	11.7%	5812
Trucking, except local	4.8%	4213

TRUCK DRIVERS, LIGHT, INCLUDING DELIVERY & ROUTE

DOT Code:	TITLE	DOT Code:	TITLE
909.683-022	Truck Driver, Light	906.683-014	Liquid Fertilization Servicer
913.668-018	Driver	906.683-010	Food Service Driver
919.663-022	Escort-Vehicle Driver	906.683-018	Telephone Dir. Distributer

EMPLOYER REQUIREMENTS

- Education:** Most new hires have high school diploma or equivalent.
- Training:** Most new hires have no vocational training. Some have formal apprenticeship training.
- Experience:** Many employers require related work experience, but will sometimes allow training to substitute for work experience.

IMPORTANT SKILLS

Ability to operate a forklift, read invoices, load and unload freight, lift at least 75 pounds repeatedly, and pass a pre-employment medical exam, possession of a valid Class A driver's license, map reading skills, record keeping skills and vehicle insurance, knowledge of local streets, and possession of a good DMV driving record.

TRAINING OPPORTUNITIES

There is no classroom training available specific to this occupation.

WORKER QUALIFICATION PROFILE

California Occupational Guide #	255	Environmental Conditions:
Specific Vocational Preparation =	3	Loud noise
R M L	G V N S P Q K F M E C	
GED: 3 2 2	Aptitudes: 3 4 4 3 4 4 3 4 3 3 4	
GOE Code: 05.08.01	Strength: Medium	

OTHER

Most employers report using newspaper advertisements and current employee referrals. Many report using the Employment Development Department (EDD).

TYPISTS, INCLUDING WORD PROCESSING

12 FIRMS RESPONDING

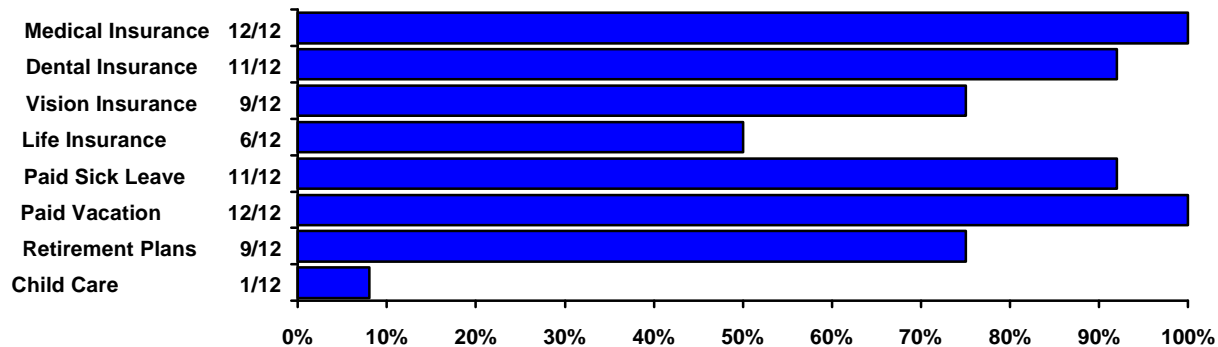
OES Code: 553070

DESCRIPTION

Typists, Including Word Processing, type letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording, and may perform other clerical duties as assigned. Typists, Including Word Processing, may use typewriters or word processing equipment. Does not include Key punchers, Secretaries, or Stenographers.

WAGES/BENEFITS

	Non Union			Union		
	Low	High	Median	Low	High	Median
New hires, no experience	6.00	10.25	7.74	4.25	9.72	8.08
New hires, with experience	7.00	12.00	9.48	4.25	10.73	8.28
3 years with firm	7.75	14.75	10.21	4.65	13.07	9.38



EMPLOYMENT TRENDS

OCCUPATIONAL FORECASTS 1992-1998

Size, 1996:	1220	Very Large	Projected New Jobs:	17yr
Annual Projected Growth:	1.5%		Openings due to Separations:	24/yr

EMPLOYERS REPORT 1995

Past year:	Most employers	- growth	Many employers	- stability
Next three years:	Most employers	- stability	Few employers	- growth

SUPPLY/DEMAND ASSESSMENT

Difficulty employers have finding qualified applicants:

Inexperienced:	Most employers	- not difficult	Few employers	- somewhat difficult
Experienced:	Most employers	- not difficult	Some employers	- a little difficult

MAJOR EMPLOYING INDUSTRIES (In surveying area)

	Percent	SIC
Local Government	27.0%	9030
Canned Fruits and Vegetables	11.1%	2033
Elementary and Secondary Schools	9.1%	8211

TYPISTS, INCLUDING WORD PROCESSING

DOT Code:	TITLE
203.382-030	Word Processing Machine Operator
203.362-010	Clerk Typist
203.582-066	Typist

EMPLOYER REQUIREMENTS

Education:	Nine of the 12 surveyed employers report new hires with high school diplomas or equivalent and three of the 12 report most new hires with some college.
Training:	Many employers sometimes accept training as a substitute for work experience.
Experience	Most employers require work experience.

IMPORTANT SKILLS

English grammar, spelling, and punctuation skills, ability to proofread, filing skills (alpha and numeric), knowledge of bookkeeping skills, ability to use personal computers, statistical typing skills, and knowledge of word processing software.

TRAINING OPPORTUNITIES

Modesto Junior College
435 College Avenue, Modesto, CA, 95350
(209) 575-6056
Program length: 3 to 4 semesters
Received upon completion: Certificate,* A.A.

Modesto City Schools (ROP)
1017 Reno Avenue, Suite B, Modesto, CA 95351
(209) 576-4137
Program length: 2 semesters
Received upon completion: Certificate

Valley Commercial College
1207 I Street, Modesto, CA 95354
(209) 578-0616
Program length: 37.5 weeks
Received upon completion: Certificate

Computer Tutor
4306 Sisk Road, Modesto, CA 95350
(209) 545-5200
Program length: 24 weeks
Received upon completion:* Certificate

Worldwide Educational Services
1230 13th Street, Modesto, CA 95354
(209) 575-1933
Program length: 360 hours
Received upon completion:* Certificate

WORKER QUALIFICATION PROFILE

California Occupational Guide #	20	Environmental Conditions:
Specific Vocational Preparation =	5	Moderate noise
R M L	G V N S P Q K F M E C	
GED: 3 2 3	Aptitudes: 3 3 4 4 4 2 2 3 3 5 5	
GOE Code: 07.06.02	Strength: Sedentary	

OTHER

Most employers recruit via newspaper advertisements. A couple of employers report shorthand as an obsolete skill. All but one report word processing as a necessary skill.

* Program names and requirements may vary slightly. Please refer to the Training Directory section for more specific information.

Training Directory

1996-1997

ADULT EDUCATION

CERES HIGH SCHOOL**2503 Lawrence Ave****(209) 538-0150**

ESL , Citizenship, Basic Reading, GED Preparation classes

Open-entry, open-exit

Cost to student

Target Students

Yes

\$20 and cost of text *

Adults

*No cost if student is working towards HS diploma

HUGHSON HIGH SCHOOL**7449 E. WHITMORE AVE.****(209) 883-0467 / 883-4182, EUEL GLENN**

Diploma, Fundamentals (English, Math, History)

Open-entry, open-exit

Cost to student

Target Students

Yes

No

Adults

MODESTO, ELLIOT ADULT EDUCATION**1440 SUNRISE AVE.****(209) 576-4622**

Diploma, ESL, Adult Basic Education Classes.

Open-entry, open-exit

Cost to student

Target Students

Yes

No

Adults

OAKDALE ADULT SCHOOL**200 Hinkley Ave 95361****(209) 847-9609**

Diploma, ESL

Open-entry, open-exit

No

Cost to student

No

Target Students

Adults

Computer Classes, 8 weeks

\$25.00

NEWMAN, ORESTIMBA**707 HARDIN RD. NWMN****(209) 862-2916/ 862-2309, CATHY SANTOS**

ESL, Computer program (3) GED, Citizenship, Drivers Training.

Open-entry, open-exit

Yes

Cost to student

No

Target Students

Adults

Computer Program (3) 4 weeks

\$30.00

Drivers Training

\$100.00

PATTERSON, DEL PUERTO CONTINUATION**640 M STREET PATTERSON, 95363****(209) 892-7463, GLORIA BRAGG**

GED, Get Diploma (190 credits) depends on individual

Open-entry, open-exit

Yes

Cost to student

No

Target Students

Adults 18-21 years and up

TURLOCK ADULT SCHOOL**1574 E. CANAL DR.****(209) 667-0643,****ALICE SCHULTZ**

Adult Basic Education, Citizenship, ESL, GED

Open-entry, open-exit

No

Cost to student

No

Target Students

Adults

APPRENTICESHIPS

APPRENTICESHIP PROGRAMS - CARPENTER

CARPENTERS 46 NORTHERN CALIFORNIA COUNTIES JATC

District Office #1

4421 Pell Drive, Sacramento, CA 95838

Phone: (916) 925-7797 8 a.m. - 12 noon and 1 p.m. - 5 p.m.

AVAILABLE SERVICES:

- None Listed

SERVICES FOR SPECIAL NEEDS:

- None Listed

PROGRAMS OFFERED:

ACOUSTICAL INSTALLER

3 year apprenticeship

CARPENTER

4 year apprenticeship

HARDWOOD FLOORLAYER

3 year apprenticeship

INSULATION APPLICATOR

3 year apprenticeship

MILLWRIGHT

4 year apprenticeship

PILE DRIVER

4 year apprenticeship

SCAFFOLD ERECTOR

2 year apprenticeship

SHINGLER

2 year apprenticeship

Average time to complete program

See list above

Approximate cost to complete program

Books range \$3.00 to \$42.50. Union dues.

Open entry/exit

Yes (open registration)

Program entry requirements

Age 17 plus high school grad/GED or OFT of 6 months or more experience that would qualify an applicant for having met the minimum educational requirements.

Received upon completion

Journeyman status, State Certificate, and United Brotherhood of Carpenters & Joiners Certificate

Number of classroom hours

4 weeks per year

Number of work experience hours a week

36 hours

Paid work experience

Yes

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS:** See list above

APPRENTICESHIP PROGRAMS - DRYWALL/LATHING

46 NORTHERN CALIFORNIA COUNTIES DRYWALL/LATHING J.A.T.C. & T.B.
23217 Kidder Street
Hayward, CA 94545-1632
(510) 785-5885

AVAILABLE SERVICES:

- None listed

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED:

DRYWALL/LATHING APPRENTICESHIP

Average time to complete program	Approximately 4 years.
Approximate cost to complete program	\$35 (books) per year, plus union dues. Will need own tools.
Open entry/exit	Yes.
Program entry requirements	17 years of age, High school grad/GED.
Received upon completion	State Certificate, Journeyman union status.
Number of classroom hours a week	One week every 3 months (144 hours total).
Number of work experience hours a week	36 hours per week. Total 4800 hours.
Paid work experience	Yes

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Drywall/Lathing workers

APPRENTICESHIP PROGRAMS - ELECTRICAL

ELECTRICAL WORKERS UNION LOCAL 684

**519 12th Street
Modesto, CA 95345
(209) 524-5171**

7:30 a.m. - 12 noon; 1:00 to 4:30 p.m.

AVAILABLE SERVICES:

- None listed

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED:

ELECTRICAL APPRENTICESHIP

Average time to complete program	5 years.
Approximate cost to complete program	\$600.00 for books.
Open entry/exit	Yes.
Program entry requirements	Age 18, One year High School Math with C average or better.
Received upon completion	Certificate.
Number of classroom hours a week	4+ hours.
Number of work experience hours a week	40 hours.
Paid work experience	yes.
Enrollment periods	Apprenticeship pool up to two years. Can be called at any time.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Journeyman Wireman. Journeyman Electrician. Construction Electrician.

REQUIRED COURSES: Welding is required for completion. It is available at MJC and cost is reimbursed.

APPRENTICESHIP PROGRAMS - FIRE FIGHTER

CALIFORNIA FIRE FIGHTER, JOINT APPRENTICESHIP COMMITTEE
1780 Creekside Oaks Drive, Suite 201
Sacramento, CA 95833
(916) 648-1717

AVAILABLE SERVICES:

- None listed

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED:

FIRE FIGHTER

Site/s: At individual fire stations in California

Prerequisites: Must be employed as a professional fire fighter and referred to program by a member fire department.

Average time to complete program	3 years.
Approximate cost to complete program	No cost to individual. Cost to department varies with each fire department.
Open entry/exit	As determined by each fire department.
Program entry requirements	Already employed as professional firefighter.
Received upon completion	Journeyman Certificate.
Number of classroom hours a week	Varies with each fire department and occupation (there are 17 fire-related occupations).
Number of work experience hours a week	Varies with fire department.
Paid work experience	Yes.
Enrollment periods	When fire department refers their employee.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Fire fighter and related occupations (there are 17 related occupations, which may have different titles depending on the fire department).

REQUIRED COURSES: Varies depending upon fire department.

NOTES:

APPRENTICESHIP PROGRAMS - OPERATING ENGINEERS

OPERATING ENGINEERS JOINT APPRENTICESHIP COMMITTEE

7388 Murieta Drive
Rancho Murieta, CA 95683
(916) 354-2029 8 a.m. to 5 p.m.

AVAILABLE SERVICES:

- Counseling

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED:

HEAVY EQUIPMENT OPERATOR & HEAVY EQUIPMENT MECHANIC

Average time to complete program	Approximately 4 years.
Approximate cost to complete program	None for 5-week training. Apprenticeship Union Initiation fee: \$337, plus current quarter dues, \$186 (annual dues = \$744, payable quarterly). Journeyman Union Initiation fee \$850, plus current quarter dues, \$246 (annual dues, \$984, payable quarterly).
Open entry/exit	Yes.
Enrollment periods	Usually 5 classes per year.
Program entry requirements	Age 18, California Driver's license, residence within Northern California.
Received upon completion	Certificate of Completion.
Number of classroom hours a week	Two weeks per year after 5 week program.
Number of work experience hours a week	Varies.
Paid work experience	Yes.
Helpful education	Math, shop, English.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Heavy Equipment Operators, Heavy Equipment Mechanics

APPRENTICESHIP PROGRAMS - PAINTER

PAINTER'S LOCAL #487

600 Roble Avenue

Pinole, CA 94564

(510) 724-3200

AVAILABLE SERVICES:

- Limited Placement

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED (1995-1996)

PAINTERS

Average time to complete program	3 to 4 years.
Approximate cost to complete program	No cost for program or books. Provide own uniforms.
Open entry/exit	Yes.
Enrollment periods	January, April, July, and October.
Program entry requirements	18 years, High School Grad/GED, and pass color blindness test.
Received upon completion	Journeyman Certificate.
Number of classroom hours	1 week every 3 months.
Number of work experience hours a week	Varies.
Paid work experience	Yes.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Painter

TAPERS

Average time to complete program	3 years.
Approximate cost to complete program	No cost for program or books. Provide own uniforms.
Open entry/exit	Yes.
Enrollment periods	January, April, July, and October.
Program entry requirements	18 years, High School Grad/GED.
Received upon completion	Journeyman Certificate.
Number of classroom hours	1 week every 3 months.
Number of work experience hours a week	Varies.
Paid work experience	Yes.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Tapers

APPRENTICESHIP PROGRAMS - PLASTERER

SACRAMENTO AREA PLASTERER'S JOINT APPRENTICESHIP COMMITTEE

**1555 Overland Court
West Sacramento, CA 95691
(916) 371-7640**

AVAILABLE SERVICES:

- None listed

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED:

PLASTERER

Average time to complete program	4 years (which includes 6000 hours of on-the-job training).
Approximate cost to complete program	\$275 Union initiation fee; \$27/month union dues.
Open entry/exit	Yes.
Enrollment periods	Always open.
Program entry requirements	Age 16 or 17 with parent's signature, or older.
Received upon completion	Journeyman Certificate.
Number of classroom hours	144 classroom hours.
Helpful education	Working knowledge of construction.
Number of work experience hours a week	Varies.
Paid work experience	Yes.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Plasterers

APPRENTICESHIP PROGRAMS - PLUMBERS & PIPEFITTERS

STANISLAUS AREA PLUMBERS, PIPE & REFRIGERATION FITTERS J.A.T.C.

1314 9th Street

Modesto, CA 95354

Phone: (209) 526-0565 (8 am to 12 noon -- 1 pm to 5 pm)

Fax: (209) 526-3658

AVAILABLE SERVICES:

- None listed

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAMS OFFERED:

PLUMBER

PIPEFITER

AIR CONDITIONING & REFRIGERATION MECHANIC

REFRIGERATION FITTER

WELDER

Average time to complete program	5 years.
Approximate cost to complete program	\$500/year plus \$412.39 (books/materials).
Open entry/exit	No.
Enrollment periods	May of each year.
Program entry requirements	High school grad/GED, age 18.
Received upon completion	Journeyman Certificate.
Number of classroom hours	6 hours per week.
Number of work experience hours a week	Varies.
Paid work experience	Yes.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Plumber, pipefitter, welder, refrigeration fitter, air conditioning & refrigeration mechanic.

APPRENTICESHIP PROGRAMS - ROOFER

ROOFER'S LOCAL #81
2840 El Centro Road, Suite 117
Sacramento, CA 95833
(916) 646-6754

AVAILABLE SERVICES:

- None listed

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAM OFFERED: **ROOFER**

Average time to complete program	3½ years
Approximate cost to complete program	\$500 per year
Open entry/exit	Yes
Enrollment periods	Always open
Program entry requirements	18 years, High School grad/GED, and valid California Driver's License
Received upon completion	Journeyman Certificate
Number of classroom hours	144 hours per year
Number of work experience hours a week	40
Paid work experience	Yes

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS: Roofers, Waterproofers.

REQUIRED COURSES: none

APPRENTICESHIP PROGRAMS - SHEET METAL

MODESTO AREA SHEET METAL LOCAL #162

JOINT APPRENTICESHIP COMMITTEE

1307 7th Street, Suite B

Modesto, CA 95354

(209) 523-1138

call for information

AVAILABLE SERVICES:

- Placement
- Vocational Assessment

SERVICES FOR SPECIAL NEEDS:

- None listed

PROGRAM OFFERED:

- Sheet Metal Journeyman

Average time to complete program	4 years.
Approximate cost to complete program	No cost (Supply own hand tools on job).
Open entry/exit	Yes, from on the list.
Enrollment periods	Applications accepted once a year, usually in February. Date is announced early in the preceeding January.
Program entry requirements	Minimum age 17 and High School grad/GED to apply. Must pass test to be on list.
Received upon completion	Certificate of Completion of Apprenticeship Program from the State of California.
Number of classroom hours a week	3 - 6 hours.
Number of work experience hours a week	40 hours.
Paid work experience	Yes.

TRAINING PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL

OCCUPATIONS: Sheet Metal Journeyman

COMMUNITY COLLEGE

MODESTO JUNIOR COLLEGE
435 COLLEGE AVENUE
MODESTO, CA 95350
(209) 575-6056
YOSEMITE COMMUNITY COLLEGE DISTRICT

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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none"> • Career Development/Placement • Child Care • Computer Lab • Counseling/Advising • English as a Second Language • Financial Aid • Health Services • Media Services • Re-Entry Student Services • Testing Services • Tutorial Center • Veterans Services 	<ul style="list-style-type: none"> • Extended opportunity programs and services (EOPS) • Disabled Students Program Services (DSPS) • Learning Disabilities Program

CERTIFICATE PROGRAMS OFFERED (1996-1997)

Average time to complete program in descriptions is for full-time students (minimum of 12 units a semester) who are completing only those courses required for the certificate, not prerequisites nor courses required for AA or AS.

Open-entry, open-exit:

No

Approximate cost to student:

Undergraduate, \$13 per unit, No maximum

Health Fees, \$10

Books/supplies varies

Parking, \$1/day or \$20/semester

Received upon completion:

Certificate

Target Students:

HS/Equiv. graduates, re-entry students

MODESTO JUNIOR COLLEGE

AGRICULTURAL LABORATORY TECHNICIAN

Required Courses:

Introduction to Agriculture, 1 unit
Agricultural Work Experience, 4 units
Basic Science & Lab Techniques, 3 units
Agricultural Computations, 3 units
Communications in Agriculture, 3 units
Basic food Processing, 3 units
Food Laboratory Instruments, 1 unit

Basic Food Plant Lab Procedures, 1 unit
Intro to Mechanical Technology, 3 units
Agricultural Accounting & Analysis, 3 units
Agriculture Computer Applications, 3 units
Soils, 3 units
Introduction to Animal Science, 3 units
OR Introduction to Plant Science, 3 units

Plus 1 Course from:

Chemistry Principles, 5 units
OR Intro to College Chemistry, 5 units
AND Fund of Organic and Biochemistry, 4 units

Microbiology, 3 units
Select Course with advisor, 1-2

Plus 400 hours of in-laboratory work experience

Total Required Units

35

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

The student will acquire skills in an agricultural laboratory analyzing soil, feed, food, water, etc.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Agricultural Laboratory Technician

AGRICULTURAL MECHANICS TECHNICIAN

Required Courses:

Introduction to Agriculture, 1 unit
Agriculture Work Experience, 4 units
Intro to Mechanical Technology, 3 units
Agricultural Welding, 2 units

Farm Tractors, 2 units
Farm Power, 3 units
Agricultural Fluid Power, 3 units
OR Hydraulic/Pneumatics, 3 units

Plus 2 Courses (5-6 units total) from:

Farm Machinery, 3 units
Residential & Farmstead Electrical Wiring
And Principles, 3 units
Farm Surveying, 2 units
Irrigation & Drainage, 3 units
Farm Construction Advanced Lab, 2 units

Compact Diesels, 2 units
Farm Construction & Materials, 4 units
Agricultural Computations, 3 units
Communications in Agriculture, 3 units
Agricultural Sales & Service, 3 units
Advanced Agriculture Welding, 3 units

MODESTO JUNIOR COLLEGE

AGRICULTURAL MECHANICS TECHNICIAN, cont.

Plus 5 units minimum of other Agriculture courses

Plus 6 units minimum of support courses (any course, non-Agriculture advisor

Total Required Units	30
Average time to complete program	3 to 4 semesters

PROGRAM DESCRIPTION

The student will develop skills and knowledge to enter the agriculture mechanics field.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Farm Mechanic, Tractor Sales & Service

ARTIFICIAL INSEMINATION TECHNICIAN

Required Courses:

Introduction to Agriculture, 1 unit	Adv. Breeding/Artificial Insemination, 4 units
Agriculture Work Experience, 4 units	Basic Science & Lab Techniques, 3 units
Principles of Dairying, 3 units	Agricultural Sales & Service, 3 units
Beef Production, 3 units	Agricultural Accounting & Analysis, 3 units

Plus 6 additional units from:

Dairy Feeds & Feeding, 3 units	Dairy Breeding & Selection, 3 units
OR Livestock Feeds & Feeding, 3 units	OR Livestock Breeding & Selection, 3 units

Total Required Units	30
Average time to complete program	3 to 4 semesters

PROGRAM DESCRIPTION

The student will develop skills and knowledge sufficient enough to collect bull semen, artificially inseminate cows, and to evaluate pedigrees. The student will also develop skills in basic salesmanship.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Artificial Insemination Technician

MODESTO JUNIOR COLLEGE

COMMERCIAL FLORISTRY

Required Courses:

Intro to Ornamental Horticulture, 3 units
Floriculture Crop Production, 3 units
Beginning Floral Design, 3 units
Advanced Floral Design, 3 units
Floral Shop Management, 3 units
Commercial Floristry Internship, 3 units
Agricultural Accounting & Analysis, 3 units

Agricultural Computer Applications, 3 units
Agricultural Sales and Service, 3 units
Intro to Human Communication, 3 units
Small Business Management-Planning, 3 units
Small Business Management-Operating, 3 units
Agriculture Work Experience, 4 units

Total Required Units 41
Average time to complete program 4 semesters

PROGRAM DESCRIPTION

This program prepares students to enter the field of floral design and flower shop management.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Commercial Florist Trainee, Floral Designer

FOOD PROCESSING TECHNICIAN

Required Courses:

Intro to Agriculture, 1 unit
Agriculture Work Experience, 4 units
Basic Food Processing, 3 units
Basic Science & Lab Techniques, 3 units
Intro to Animal Science, 3 units
OR Intro to Plant Science, 3 units

Soils, 3 units
Intro to Mechanical Technology, 3 units
Agricultural Accounting and Analysis, 3 units
Agricultural Computer Applications, 3 units
Agricultural Computations, 3 units
Communications in Agriculture, 3 units

Plus 7-8 additional units from:

Basic Food Plant Lab Procedures, 1 unit
Food Lab Instruments, 1 unit
Food Products Grading, 1 unit
Food Products Microanalysis-A, 1 unit

Food Products Microanalysis-B, 2 units
Food Products Microanalysis-C, 1 unit
Enzymes in the Food Industry, 1 unit
Food Laboratory Chemistry Procedures, 1 unit
Food Processing Sanitation & Clean Up, 1 unit

Total Required Units 35
Average time to complete program 4 semesters

MODESTO JUNIOR COLLEGE

PROGRAM DESCRIPTION

The student will acquire skills sufficient for technical employment in the food processing industry.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Processing Laboratory Technician

LANDSCAPE AND PARK MAINTENANCE TECHNICIAN

Required Courses:

Introduction to Agriculture, 1 unit
Agriculture Work Experience, 4 units
Ornamental Plant ID, 3 units
Intro to Ornamental Horticulture, 3 units
Introduction to Mechanical Technology, 3 units
Agricultural Computations, 3 units
Ornamental Shrub & Tree ID, 3 units

Communications in Agriculture, 3 units
Turfgrass Management, 2 units
Park & Landscape Maintenance, 3 units
Landscape Engineering, 3 units
Soils, 3 units
Landscape Planning & Design, 3 units
Native Plants Identification, 3 units
Ornamental Horticulture Machinery, 1 unit

Plus 10 additional units from:

Agricultural Sales & Service, 3 units
Agricultural Accounting & Analysis, 3 units

Farm Tractors, 2 units
Farm Surveying, 2 units
Recreational Land Management, 3 units

Total Required Units

51

Average time to complete program

4 to 5 semesters

PROGRAM DESCRIPTION

In this program the student will develop skills in recognizing, using, propagation, planting and maintenance of ornamental plants and materials used in landscaping.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Landscape Design, Landscape Engineer, Park and Golf Course Worker

MODESTO JUNIOR COLLEGE

LANDSCAPE DESIGN

Required Courses:

Soils, 3 units

Ornamental Plant ID, 3 units

Ornamental Shrub and Tree ID, 3 units

Intro to Ornamental Horticulture, 3 units

Landscape Planning and Design, 3 units

Descriptive Drawing, 1 unit

Perspective Drawing, 2 units

Architectural Graphics, 3 units

Agriculture Work Experience, 4 units

Plus 21-22 additional units from:

Intro to Engineering & Architecture, 1 unit

OR Intro to Agriculture, 1 unit

Architectural Drafting 1, 3 unit

OR Basic Architectural Drafting 1, 2 units

Native Plant Identification, 3 units

Park and Landscape Maintenance, 3 units

Basic Design/Architectural, 3 units

Architectural Design 1, 3 units

Intro to CAD, 1 unit

Materials of Construction, 1 unit

OR Materials of Construction Lab, 2 units

Plane Surveying, 3 units

OR Farm Surveying, 2 units

Plant Biology, 3 units

OR Ag Computer Applications, 3 units

Total Required Units

46-47

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

The program is for students interested in learning the more pragmatic and applications aspect of landscaping and is directed to the application of established scientific and engineering knowledge and methods.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Landscape Sales & Service and Landscape Maintenance

NURSERY PRODUCTION TECHNICIAN

Required Courses:

Intro to Agriculture, 1 unit

Agriculture Work Experience, 4 units

Introduction to Plant Science, 3 units

Introduction to Mechanical Technology, 3 units

Ornamental Horticulture Machinery, 1 unit

Agricultural Accounting & Analysis, 4 units

Agricultural Computations, 3 units

Communications in Agriculture, 3 units

Soils, 3 units

Intro to Ornamental Horticulture, 3 units

Ornamental Plant Identification, 3 units

Ornamental Shrub & Tree ID, 3 units

Landscape Planning & Design, 3 units

Turfgrass Management, 2 units

MODESTO JUNIOR COLLEGE

Plus 6 additional units from:

Plant Science, 3 units

OR Agriculture Economics, 3 units

OR Agricultural Mechanics Course, 3 units

Floriculture Crop Production, 3 units

OR Park & Landscape Maintenance, 3 units

OR Landscape Engineering, 3 units

Total Required Units

43

Average time to complete program

4 to 5 semesters

PROGRAM DESCRIPTION

The student will develop skills relating to plant identification, propagation and growing for sale, operations and maintenance of plant nursery equipment and structures.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Plant life and related service occupations.

RECREATIONAL LAND MANAGEMENT TECHNICIAN

Required Courses:

Intro to Agriculture, 1 unit

Agriculture Work Experience, 4 units

Soils, 3 units

Wildlife Production, 3 units

Agricultural Computations, 3 units

Recreational Land Management, 3 units

Native Plants Identification, 3 units

Park & Landscape Maintenance, 3 units

Intro to Mechanical Technology, 3 units

Farm Tractors, 2 units

Standard First Aid & Personal Safety, 2 units

P.C. 832: Arrest Course, 2 units

Communications in Ag, 3 units

Landscape Engineering, 3 units

Plus 10 additional units from:

Agricultural Computer Applications, 3 units

Farm Surveying, 2 units

Mapping & Photo Interpretation, 3 units

Forestry Practicum, 1.5 units

Ornamental Horticulture Machinery, 1 unit

Intro to Ornamental Horticulture, 3 units

Introductory Forestry, 3 units

Total Required Units

40

Average time to complete program

4 to 5 semesters

PROGRAM DESCRIPTION

The student will develop skill and knowledge in animal/plant science and ID, mechanics, communications, public relations, and computations specific to become a park ranger maintenance person, or private entrepreneur in allied jobs including game farm worker.

MODESTO JUNIOR COLLEGE

RECREATIONAL LAND MANAGEMENT TECHNICIAN (cont.)

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Park Ranger, Park Maintenance, Game Farm Worker

SALES/SERVICE TECHNICIAN

Required Courses:

Introduction to Agriculture, 1 unit
Agriculture Work Experience, 4 units
Agricultural Accounting & Analysis, 3 units
Agricultural Marketing, 3 units

Agricultural Sales & Service, 3 units
Elements of Agricultural Economics, 3 units
Fundamentals of Public Speaking, 3 units
Intro to Human Communication, 3 units

Plus 9 additional units from:

Agribusiness Management, 3 units
Agricultural Computer Applications, 3 units
Agricultural Computations, 3 units
Communications in Agriculture, 3 units
Introduction to Animal Science, 3 units
Introduction to Plant Science, 3 units

Basic Food Processing, 3 units
Soils, 3 units
Wildlife Production, 3 units
Introduction to Forestry, 3 units
Intro to Ornamental Horticulture, 3 units
Intro to Mechanical Technology, 3 units

Total Required Units

35

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

The student will learn step-by-step sales techniques, stage presence, self-evaluation of voice, habits, abilities in sales, and understanding of sales career. This program will help students make decisions as to whether or not they are qualified in sales.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Agriculture Sales & Service

MODESTO JUNIOR COLLEGE

DENTAL ASSISTING

Prerequisites

Pass assessment tests (English, Math and Reading)

Physical & Required immunizations: CPR certification

Strongly advised to complete following classes prior to applying to program:

English 50 or 101; Computer Science 203 or Office Administration 330

Required Courses:

Principles of Dental Assisting, 17 units

Advanced Dental Assisting, 13 units

Dental Radiology, 4 units

Beginning Word Processing, 3 units

General Computer Literacy, 3 units

Basic Composition and Reading, 3 units

OR Composition and Reading, 3 units

Total Required Units

40

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program prepares students to take the National Certification Examination to become a Certified Dental Assistant (CDA) and the California State Board Examination leading to licensure as a Registered Dental Assistant (RDA) with eligibility for coronal polish certification.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Dental Assistant

EMERGENCY MEDICAL TECHNICIAN

Required Courses:

Emergency Medical Technician 1-Allied Health, 4 units

Total Required Units

4

Average time to complete program

1 semester

PROGRAM DESCRIPTION

The student is trained to provide emergency care (basic life support level) as an emergency medical service responder (police, fire, ambulance, ranger, rescue squad, or industrial emergency operations).

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Emergency Medical Technician (EMT)

MODESTO JUNIOR COLLEGE

MEDICAL ASSISTING

Prerequisites:

Type 35 wpm

Pass physical

Pass assessment tests or classes (English, Math and Reading)

CPR certification

Computer course

Required immunizations

Required Courses:

Introduction to Medical Assisting, 3 units

Medical Terminology, 3 units

Medical Assisting Procedures, 3.5 units

Clinical Techniques, 3 units

Elem. Human Anatomy/Physiology, 3 units

Intro to Diseases & Pharmacology, 4 units

Laboratory Procedures, 3 units

Clinical Techniques and Practicum, 7 units

Psychology in Everyday Life, 3 units

OR General Psychology, 3 units

Fundamentals of Public Speaking, 3 units

OR Intro to Human Communication, 3 units

Total Required Units

35.5

Average time to complete program

2 semesters

PROGRAM DESCRIPTION

The Medical Assisting Program offers training in Administrative (front) and Clinical (back) office procedures. It prepares students to take the National Certification Examination given by the American Association of Medical Assistants.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Assistant, Administrative Front Office Assistant, Clinical Back Office Assistant

NURSING PROGRAM (A.S. DEGREE)

Prerequisites: Contact Allied Health Division Office for current prerequisites.

Required Courses:

First Semester:

Nursing Process 1, 8 units

Introduction to Pharmacology, 1 unit

Second Semester:

Life Span Nursing, 3 units

Nursing Process 2, 8 units

Third Semester:

Nursing Process 3, 9 units

Fourth Semester:

Nursing Process 4, 11.5 units

MODESTO JUNIOR COLLEGE

NURSING PROGRAM (A.S. DEGREE) (cont.)

Required Non Nursing Courses: (must be completed prior to 4th semester)

Composition and Reading, 3 units

General Psychology, 3 units

Fundamentals of Public Speaking, 3 units

OR Intro to Human Communication, 3 units

Introduction to Sociology, 3 units

OR Sociology of the Family, 3 units

OR Minorities in America, 3 units

OR The African-American, 3 units

OR Mexican Culture in the U.S., 3 units

OR Cultural Anthropology, 3 units

Additional Graduation Requirements

Activities, 2 units

Guidance, 1 course .5 unit

Humanities, 3 units

Recommended classes:

Nutrition, 3 units

Total Required Units

70

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

The program prepares students to take the National Council Licensure Examination (NCLEX RN), leading to licensure as a Registered Nurse.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Registered Nurse

RESPIRATORY CARE

Prerequisites: (completed before application)

Integrative Anatomy/Physiology, 4 units

Intro to Respiratory Care Principles, 5 units

Intro College Chemistry, 5 units

Physical

Required immunizations

Assessment tests and classes

English, math, reading

Required Courses:

Basic Cardiopulmonary Anatomy/
Physiology, 2 units

Respiratory Care Theory 2, 5 units

Clinical 1, 2 units

Clinical 2, 2 units

Advanced Cardiopulmonary Physiology

And Pathophysiology, 4 units

Critical Care Procedures, 4.5 units

Clinical 3, 3 units

Neonatal-Pediatric Respiratory Care, 2 units

Current Issues in Respiratory Care, 2 units

Clinical 4, 3 units

Clinical 5, 7 units

Self-Directed Study, .5 units

MODESTO JUNIOR COLLEGE

RESPIRATORY CARE (cont.)

Non-Respiratory Care Courses:

English, 3 units

Microbiology 101, 4 units

OR Microbiology 110, 3 units

General Psychology, 3 units

Basic Composition and Reading, 3 units

OR Composition and Reading, 3 units

Plus electives to bring total units to 62

Total Required Units

62

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

The respiratory care program prepares students to take the State Board licensing exam. This 2 year, full time, certificate program is fully accredited by the Joint Review Committee for Respiratory Therapy Education.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Respiratory Care Practitioner

GRAPHIC COMMUNICATION

Required Courses:

Graphic Arts Fundamentals, 3 units

Typography 1, 2 units

Pre-press Copy Preparation, 3 units

Bindery, 3 units

Process Camera, 3 units

Image Assembly and Platemaking, 3 units

Typography 2, 3 units

Total Required Units

Adv. Copy Design and Preparation, 2 units

Offset Press, 3 units

Advanced Presses, 3 units

Photo Techniques, 3 units

Graphic Design Portfolio Development, 1 unit

Production Screen Printing, 2 units

Graphic Communication Internship, 2 units

Production Management, 1 unit

37

Average time to complete program

3 semesters

PROGRAM DESCRIPTION

The students are able to learn each phase of printing and receive an overview of industry practices.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Advertising, Art, Business, Journalism, Vocational Printing

MODESTO JUNIOR COLLEGE

RADIO BROADCASTING

Required Courses:

Exploring the World Wide Web, 1 unit
Composition and Reading, 3 units
General Computer Literacy, 3 units

Group and Organizational Comm., 3 units
Mass Media and the Public, 3 units
Introduction to Mass Comm., 3 units

Plus additional Courses from: (Radio)

Radio Control Rm and Studio Production, 3 units
Radio and Television Announcing, 3 units
Writing for Radio and Television, 3 units

Basic Voice Improvement, 3 units
Advanced Radio Production 1, 4 units
Advanced Radio Production 2, 4 units
Internship, 3 units

Plus additional Courses from: (Television)

Radio and Television Announcing, 3 units
Writing for Radio and Television, 3 units
Internship, 3 units
OR MJC Video Production Workshop, 3 units

Television Studio Production, 3 units
Advanced Television Production 1, 3 units
Advanced Television Production 2, 3 units
Light, Sound, Camera & Editing, 3 units

Total Required Units

39/34

Average time to complete program

2 to 3 semesters

PROGRAM DESCRIPTION

Radio and Television along with others are joining forces to create multimedia products and services. This booming industry is creating new technologies that deliver information through a combination of animation, graphics, images, text, audio, film and video.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Radio Broadcaster, Television Broadcaster

AUTOBODY/COLLISION REPAIR

Required Courses:

Auto Collision Repair 1, 5 units
Auto Collision Repair 2, 5 units

Auto Collision Repair 3, 5 units
Auto Collision Repair 4, 5 units
Special Problems, 3 units

Total Required Units

23

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program is designed to help the beginning student progress through basic procedure in body repairs and painting to entry level job skill development.

MODESTO JUNIOR COLLEGE

AUTOBODY/COLLISION REPAIR (cont.)

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Autobody Repairman

AUTOBODY/SPRAY PAINT REFINISHING

Required Courses:

Automotive Spray Refinishing 1, 3 units

Special Problems, 2 units

Automotive Spray Refinishing 2, 3 units

Total Required Units

8

Average time to complete program

2 semesters

PROGRAM DESCRIPTION

This program is designed to help the beginning student progress through basic procedure in body repairs and painting to entry level job skill development.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Autobody Repair, Painter

AUTOMOTIVE TECHNOLOGY

Required Courses:

Auto Skills 1, 12 units

Auto Skills 3, 12 units

Auto Skills 2, 12 units

Auto Skills 5, 4 units

Total Required Units

40

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

This program is designed to provide training in automobile repair and maintenance theory, study of factory manuals and publications, and applications of methods used in the auto servicing and repair industry.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

General Automotive Technician

MODESTO JUNIOR COLLEGE

BANK MANAGEMENT

Required Courses:

Principles of Banking, 3 units
Bank Management, 3 units
Financial Accounting, 4 units
Economic Principles: Macroeconomics, 3 units

Business Law, 4 units
Business English, 3 units
Elements of Supervision, 3 units
Business Information Systems, 3 units
OR General Computer Literacy, 3 units

Plus 6 additional units from:

Human Resources Management, 3 units
Group & Organizational Communication, 3 units
Human Relations in Business, 3 units
Principles of Management, 3 units

Banking Law, 3 units
Investments, 3 units
Financial Statement Analysis, 3 units
Installment Credit, 3 units
Money and Banking, 3 units

Total Required Units

32

Average time to complete program

3 semesters

PROGRAM DESCRIPTION

This program is for students to learn banking principles, trust services and functions, credit administration, financial services, financial statement analysis, and supervisory skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Bank Manager Trainee

BANKING SERVICES

Required Courses:

Principles of Banking, 3 units
Group/Organizational Communications, 3 units

Business Math, 3 units
Business English, 3 units

Plus 6 or 7 additional units from:

Bookkeeping 1, 3 units
OR Financial Accounting, 4 units
And General Computer Literacy, 3 units
OR Business Information Systems, 3 units
Human Relations in Business, 3 units

Plus 2-3 units from:

Keyboarding for Skill Building A, 1 unit
Keyboarding for Skill Building B, 2 units
General Psychology, 3 units
Machine Calculation, 2 units
Psychology for Everyday Life, 3 units

Total Required Units

21

Average time to complete program

2 semesters

MODESTO JUNIOR COLLEGE

BANKING SERVICES (cont.)

PROGRAM DESCRIPTION

The program is for students to learn banking principles, computer usage, business math, business English, and communications skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Teller

CLERICAL

Required Courses:

Intermediate Keyboarding, 3 units
Business English, 3 units
Office Procedures & Technologies, 3 units
Records Management, 3 units

Business English & Transcription, 3 units
Beginning Word Processing, 3 units
Machine Calculation, 2 units
Bookkeeping 1, 3 units
Business Math, 3 units

Plus 5 additional units from:

Advanced Keyboarding, 1-3 units
Production Keyboarding, 1-2 units
Machine Transcription, 1-2 units
General Computer Literacy, 3 units

Microcomputer Applications, 4 units
Business Communication, 3 units
Human Relations in Business, 3 units
Desktop Publishing with Word Perfect, 3 units

Total Required Units

35

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

Students learn keyboarding, filing, machine operation, human relations, personality development, business communication, and arithmetic. The use of computers in the office environment is an important aspect of the program.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

General Office Positions

MODESTO JUNIOR COLLEGE

COMPUTER GRAPHICS APPLICATIONS

Required Courses:

Business Information Systems, 3 units

OR General Computer Literacy, 3 units

OR Microcomputer Applications, 4 units

Microcomputer Graphics, 3 units

Color and Design, 3 units

Computer Graphics Portfolio Review, 1 unit

Plus required courses for Business Desktop Publishing **OR** Microcomputer Graphics:

Business Desktop Publishing:

Advanced Word Processing, 3 units

OR Beginning Word Processing, 2 units

Microsoft Windows, 1 unit

Microsoft Windows-Intermediate, 1 unit

Desktop Publishing in Business, 3 units

Desktop Pub Page Layout Software, 2 units

Adv Desktop Pub Page Layout Software, 3 units

Microcomputer Graphics:

Basic Drawing 1, 3 units

Business Presentation Graphics, 3 units

Microcomputer Graphics--Desktop, 3 units

Applied Microcomputer Graphics, 3 units

Desktop Video Graphics, 3 units

Microsoft Windows-Advanced, 1 unit

Plus 5-7 units from:

Appreciation of Art, 3 units

Basic Photography, 3 units

OR Basic Photography 1, 1.5 units

OR Basic Photography 2, 1.5 units

Desktop Publishing with Word Perfect, 3 units

Intro Desktop Pub Page Layout Software, 1 unit

Electronic Publishing, 2 units

Figure Drawing, 3 units

Graphic Arts Fundamentals, 3 units

Intro to Multimedia, 3 units

Intro to Media Systems, 2 units

Introduction to C.A.D., 1 unit

Desktop Video Titling, 1 unit

Special Projects A & B, 1,2 units

Special Topics A & B (w/approval), 1,2 units

Typography 1, 2 units

Television Studio Operations, 3 units

Descriptive Drawing, 1 unit

Microsoft Windows - Advanced 1 unit

Total Required Units

28-33

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This class is structured to enable students to pursue a course of study and computer experience in two application options: Business Desktop Publishing or Microcomputer graphics.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Microcomputer Graphic Artist

MODESTO JUNIOR COLLEGE

DESKTOP PUBLISHING

Required Courses:

Business Information Systems, 3 units

OR General Computer Literacy, 3 units

OR Microcomputer Applications, 4 units

Microcomputer Graphics, 3 units

Color and Design, 3 units

Computer Graphics Portfolio Review, 1 unit

Desktop Publishing Page Layout Software, 2 units

OR Desktop Publishing with WordPerfect, 3 units

Advanced Desktop Publishing Page Layout Software, 3 units

Microsoft Windows- Advanced, 1 unit

Advanced Word Processing, 3 units

OR Beginning Word Processing, 2 units

Desktop Publishing in Business, 3 units

Microsoft Windows, 1 unit

Microsoft Windows, Intermediate, 1 unit

Plus 5-7 additional units from:

Appreciation of Art, 3 units

Basic Photography, 3 units

OR Basic Photography 1, 1.5 units

OR Basic Photography 2, 1.5 units

Desktop Video Titling, 1 unit

Electronic Publishing, 2 units

Figure Drawing, 3 units

Graphic Arts Fundamentals, 3 units

Introduction to Hypermedia, 3 units

Introduction to C.A.D., 1 unit

Intro to Desktop Publishing Page Layout Software, 1 unit

Special Projects A & B, 3 units

Special Topics A & B (with approval), 3 units

Typography 1, 2 units

Television Studio Operations, 3 units

Descriptive Drawing, 1 unit

Microsoft Windows - Advanced, 1 unit

Introduction to Media Systems, 2 units

Total Required Units

28-40

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program is structured to enable students to pursue a course of study and computer experience in two application options: Business Desktop Publishing or Microcomputer graphics.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Desktop Publisher Trainee

MODESTO JUNIOR COLLEGE

OFFICE ADMINISTRATION

Required Courses:

Microcomputer Applications, 4 units
OR Advanced Keyboarding, 3 units
Business English & Transcription, 3 units
Office Procedures & Technologies, 3 units
Desktop Publishing with Word Perfect, 3 units

Machine Transcription, 2 units
Advanced Word Processing, 3 units
Business Communication, 3 units
Bookkeeping 1, 3 units
OR Financial Accounting, 4 units

Plus 8-9 additional units from:

General Computer Literacy, 3 units
Machine Calculation, 2 units
Production Keyboarding, 1 unit
Production Keyboarding, 2 units
Human Relations in Business, 3 units
Intermediate Gregg Shorthand, 4 units

Desktop Publishing in Business, 3 units
Intro to Desktop Publishing Page Layout Software, 1 unit
Desktop Pub. Page Layout Software, 2 units
Desktop Publishing with WordPerfect, 3 units
Intro to Computer Networking & Telecommunications, 3 units

Total Required Units

33

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

The students learn keyboarding, word processing, filing, machine operation, human relations, personality development, business communication, arithmetic, and shorthand.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Administrative Assistant, Executive Secretary, Office Manager, Office Supervisor, Private Secretary, Public Stenographer, and Transcriptionist.

PROFESSIONAL SELLING

Required Courses:

Business Communication, 3 units
Principles of Marketing, 3 units
Small Business Management/Operations, 3 units

Creative Selling, 3 units
Human Relations in Business, 3 units
Business Math, 3 units
Fundamentals of Speech, 3 units

Plus 9 additional units from:

Composition and Reading, 3 units
OR Basic Composition and Reading, 3 units

Financial Accounting, 4 units
OR Bookkeeping 1, 3 units
Business Division Elective, 3 units

Total Required Units

30

Average time to complete program

3 semesters

MODESTO JUNIOR COLLEGE

PROFESSIONAL SELLING (cont.)

PROGRAM DESCRIPTION

The students will be trained for entry-level jobs in sales. It includes such areas of creative selling as marketing and business communication.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Sales

REAL ESTATE

Required Courses:

Real Estate Principles, 3 units

Real Estate Practices, 3 units

Real Estate Finance, 3 units

Real Estate Appraisal/Residential, 3 units

Basic Escrow Procedures, 3 units

Legal Aspects of Real Estate, 3 units

OR Business Law, 4 units

Real Estate Economics, 3 units

OR Financial Accounting, 4 units

Plus 3 units in one of these areas:

Business Administration

Economics

Psychology

Speech

Total Required Units

24-26

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program is designed to provide the skill necessary for salespersons and other workers in the real estate field. Courses cover principles and practices of real estate, financing economics, legal aspects of real estate appraisal, and escrow.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Real Estate Salesperson

SUPERVISORY TRAINING

Required Courses:

Group & Organizational Comm., 3 units

Elements of Supervision, 3 units

Legal & Safety Aspects of Supervision, 3 units

Human Resources Management, 3 units

Total Quality Management, 3 units

Labor/Management Relations, 3 units

OR Personnel Management, 3 units

MODESTO JUNIOR COLLEGE

Plus 9 additional units in any college approved discipline

Total Required Units	21
Average time to complete program	2 to 3 semesters

PROGRAM DESCRIPTION

This program is designed to prepare students for leadership responsibilities at the operation level in business, industry, and government and to provide owners, managers, and other supervisory personnel with the opportunity to complete specific courses designed to develop management ability.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Supervisor Trainee

WORD PROCESSING

Required Courses:

Advanced Keyboarding, 3 units
Office Procedures & Technologies, 3 units
Machine Transcription, 2 units
Advanced Word Processing, 3 units

Business Communications, 3 units
General Computer Literacy, 3 units
Microcomputer Applications, 4 units
Desktop Publishing with WordPerfect, 3 units
OR Desktop Publishing in Business, 3 units

Plus 7 additional units from:

Machine Calculation, 2 units
Human Relations in Business, 3 units
Business English & Transcription, 3 units
Desktop Pub. Page Layout Software, 2 units

Production Keyboarding, 1-2 units
Bookkeeping 1, 3 units
OR Financial Accounting, 4 units
Introduction to Desktop Publishing Page Layout Software, 1 unit

Total Required Units	30-32
Average time to complete program	3 to 4 semesters

PROGRAM DESCRIPTION

This program is designed to teach students word processing concepts and skill such as records processing, revisions and repagination of long reports, merging, document assembly, and the use of automatic tab features.

MODESTO JUNIOR COLLEGE

FAMILY DAY CARE

Required Courses:

Licensing Family Day Care, .5 unit
Overview of Family Day Care-Getting
Started, .5 unit

Business Aspects of Family Day Care, .5 unit
Problem Solving and Networking in Family
Day Care, .5 unit

Plus 2 additional units in any Child Development and/or Family Life Course

Plus 2 units in each of the following areas:

Growth & Development
Family Relationships

Plus 4 units in the following area:

Guidance & Curriculum

Total Required Units

12

Average time to complete program

2 semesters

PROGRAM DESCRIPTION

The program focuses on the developmental sequence of children from conception to age eight, and uses this understanding to effectively guide young children by creating a nurturing environment and responding to the needs of their families.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Child Care Worker

FAMILY LIFE EDUCATOR

Required Courses:

Child Growth and Development, 3 units
OR The Young Child, 2 units
Child-Family-Community, 3 units
Parent Involvement, 2 units

Family Relationships, 3 units
Life Management, 3 units
Families in Southeast Asian Cultures, 1 unit
Families in Latin American Cultures, 1 unit

Total Required Units

17

Average time to complete program

3 semesters

MODESTO JUNIOR COLLEGE

PROGRAM DESCRIPTION

The program focuses on the developmental sequence of children from conception to age eight, and uses this understanding to effectively guide young children by creating a nurturing environment and responding to the needs of their families.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Teacher Aide, Child Care Center Aide, Children's Institution Attendant

INFANT TODDLER

Required Courses:

Observational Study of Children, 1 unit
Child Growth and Development, 3 units
Guidance of Young Children, 2 units
Child Development Practicum, 2 units
Child-Family-Community, 3 units

Infant and Toddler Development, 3 units
OR Infant and Toddler Care, 3 units
Internship in Child Development, 3 units
Parent-Toddler Relationship, 1 unit

Total Required Units

18

Average time to complete program

1 to 2 semesters

PROGRAM DESCRIPTION

The program focuses on the developmental sequence of children from conception to age eight, and uses this understanding to effectively guide young children by creating a nurturing environment and responding to the needs of their families.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Child Care Worker and related occupations

PRESCHOOL

Required Courses:

Child Growth and Development, 3 units
Guidance of Young Children, 2 units
Observational Study of Children, 1 unit
Learning Environment for Young Children 2 units

Child Development Practicum, 4 units
Child-Family-Community, 3 units
Internship in Child Development, 3 units

Total Required Units

17

Average time to complete program

1 to 2 semesters

MODESTO JUNIOR COLLEGE

PRESCHOOL (cont.)

PROGRAM DESCRIPTION

The program focuses on the developmental sequence of children from conception to age eight, and uses this understanding to effectively guide young children by creating a nurturing environment and responding to the needs of their families.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Child Care Worker, Nursery School Attendant, Playroom Attendant, and related occupations

SCHOOL AGE CHILD CARE

Required Courses:

Social Recreation Leadership, 2 units
Observational Study of Children, 1 unit
Child Growth and Development, 3 units
Guidance of Young Children, 2 units

Child Development Practicum, 2 units
Child-Family-Community, 3 units
Internship in Child Development: K-3, 3 units
School Age Child Care, 1 unit
The Middle Years of Childhood, 1 unit

Options available, see catalog.

Total Required Units

17

Average time to complete program

3 semesters

PROGRAM DESCRIPTION

The program focuses on the developmental sequence of children from conception to age eight and uses this understanding to effectively guide young children by creating a nurturing environment and responding to the needs of their families.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Child Care Worker

BUILDING INSPECTION

Required Courses:

Uniform Building Code, Structural, 3 units
Uniform Building Code, Non-Structural, 3 units
Uniform Mechanical Code, 3 units
Plumbing Principles and Methods, 3 units
Electrical Codes and Ordinances, 3 units
Analysis of Electrical Codes, 3 units

Enforcement of Building Repair & Abatement Regulations, 3 units
Uniform Plumbing Code, 3 units
Construction Blueprint Reading, 3 units
Basic English Skill, 3 units
Pre-Algebra, 2 units

MODESTO JUNIOR COLLEGE

Plus 1 Course from:

Principles of Refrigeration, 3 units

Principles of Residential Electrical Wiring, 3 units

Principles-Residential Heating & Cooling, 3 units

Total Required Units

35

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

Courses are intended for the student who wishes to explore career offerings in the building inspection field as well as those who are already working in the field and are interested in updating or upgrading their knowledge and skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Building Inspector

CONSTRUCTION MANAGEMENT

Required Courses:

Materials of Construction, 2 units

Materials of Construction Lab 1 unit

Architectural Drafting 1, 3 units

Construction Plans, Specs & Bid Documents, 3 units

Construction Estimating, 3 units

Financial Accounting, 4 units

Intermediate Algebra, 3 units

Plus 3-4 Courses from:

Architectural Drafting 2, 2 units

Managerial Accounting, 4 units

Business Law, 4 units

Principles of Management, 3 units

General Computer Literacy, 3 units

Plane Trigonometry, 3 units

Any MATH series (6 maximum units)

Intro to Engineering & Architecture, 1 unit

Engineering Graphics and Design, 4 units

Statics and Strength of Materials

Physical Science with Lab (min. 4 units)

Plane Surveying, 3 unit

Intro to C.A.D., 1 unit

UBC-Structural, 3 units

UBC-Non Structural, 3 units

Total Required Units

30

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

The program is directed to provide the student with the architectural, engineering, mathematics and business courses.

MODESTO JUNIOR COLLEGE

CONSTRUCTION MANAGEMENT (cont.)

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Construction Manager

ENGINEERING TECHNOLOGY

Required Courses:

Materials of Construction, 2 units

Materials of Construction Lab, 1 unit

Construction Plans, Specs & Bid Documents, 3 units

Architectural Drafting 1, 3 units

Construction Estimating, 3 units

Financial Accounting, 4 units

Plus minimum of 14 units from:

Architectural Drafting 2, 2 units

Managerial Accounting, 4 units

Business Law, 3 units

Human Resources Management, 3 units

General Computer Literacy, 3 units

OR Trigonometry, 3 units

Intro to Engineering & Architecture, 1 unit

Plane Surveying, 3 units

Engineering Graphics and Design, 4 units

Introduction to C.A.D., 1 unit

Statics and Strength of Materials, 3 units

UBC-Structural, 3 units

UBC-Non Structural, 3 units

Physical Science (with Lab), 4 units

Total Required Units

30

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

The program is for students interested in learning the more pragmatic and applications aspects of engineering, and is directed to the application of established scientific and engineering knowledge and methods.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Construction Manager

HOME BUILDING-ELECTRICAL

Required Courses:

Electrical Fundamentals, 3 units

Electrical Equipment and Machines, 3 units

Principles of Res. Electrical Wiring, 3 units

Electrical Codes and Ordinances, 3 units

Analysis of Electrical Codes, 3 units

Construction Blueprint Reading, 3 units

MODESTO JUNIOR COLLEGE

Plus 5-6 units from:

Basic Drafting 1, 2 units

Principles of Fans/Compressors/Pumps, 3 units

Uniform Building Codes, Non-Structural, 3units

The Way Things Work, 3 units

Arc and Gas Welding, 3 units

Principles & Repairs of AC/DC Motors, 3units

Total Required Units

23-24

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

Courses are intended for the student who wishes to explore career offerings in the residential electrical field as well as those who are already working in the field and are interested in updating or upgrading their knowledge and skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Entry level Electrician

HOME BUILDING-HEATING & AIR CONDITIONING

Required Courses:

Principles of Refrigeration, 3 units

Principles-Residential Heating/Cooling, 3 units

Principles of Fans/Compressors/Pumps, 3 units

Uniform Mechanical Code, 3 units

Electrical Fundamentals, 3 units

Construction Blueprint Reading, 3 units

Plumbing Principles and Methods, 3 units

Plus 2 Courses from:

Principles of Boilers and Steam Systems, 3 units

Uniform Building Code, Non-Structural, 3 units

Principles of Residential Electrical Wiring, 3 unit

Principles & Repairs of AC/DC Motors, 3units

The Way Things Work, 3 units

Total Required Units

24

Average time to complete program

3 semesters

PROGRAM DESCRIPTION

Courses are intended for the student who wishes to explore career offerings in the residential heating and air conditioning field as well as those who are already working in the field and are interested in updating or upgrading their knowledge and skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Heating and Air Conditioning Mechanic

MODESTO JUNIOR COLLEGE

HOME BUILDING-PLUMBING

Required Courses:

Industrial Hydraulics, 3 units

Plumbing Principles and Methods, 3 units

Principles-Residential Heating/Cooling, 3 units

Uniform Plumbing Code, 3 units

Principles of Refrigeration, 3 units

The Way Things Work, 3 units

Construction Blueprint Reading, 3 units

Plus 2 Courses from:

Principles of Boilers & Steam Systems, 3 units

Uniform Building Code-Non-Structural, 3 units

Total Required Units

35

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

Courses are intended for the student who wishes to explore career offerings in the residential plumbing field as well as those who are already working in the field and are interested in updating or upgrading their knowledge and skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Plumber Trainee

ELECTRONICS TECHNOLOGY, ELEMENTARY LEVEL

Required Courses:

Electronics Fabrication & Assembly, 3 units

Intro to Microprocessors/Digital Systems, 5 units

Direct Current & Alternating Current Circuits, 3 units

Digital Principles and Circuits, 3 units

Intro to Semi Conductor Devices, 5 units

Total Required Units

35

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

Students receive theoretical and laboratory instruction in electrical/electronic principles, analog and digital devices, electrical/electronic systems, computer hardware, industrial equipment and control systems.

MODESTO JUNIOR COLLEGE

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Electronic Technician Trainee

FASHION MERCHANDISING-GENERAL

Required Courses:

Textiles, 3 units

Fashion Analysis, 2 units

Fundamentals of Fashion Merchandising, 3 units

Product Knowledge-Apparel, 3 units

Visual Workshop, 1 unit

Visual Merchandising 1, 3 units

Visual Merchandising 2, 3 units

OR Fashion Promotion/Coordination, 3 units

Sales in Fashion and Interiors, 3 units

General Computer Literacy, 3 units

Color in Fashion & Interiors, 3 units

Total Required Units

26-30

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program prepares students for entry into one of the nation's largest industries as merchandising assistants, buyers, department store managers, and visual merchandisers.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Fashion Merchandising

IMAGE CONSULTANT/PERSONAL SHOPPER

Required Courses:

Textiles, 3 units

Fashion Analysis, 2 units

Origins of Fashion, 3 units

Fundamentals of Fashion Merchandising, 3 units

Personal Shoppers/Wardrobe Consultants, 4 units

Fashion Promotion & Coordination, 3 units

Color in Fashion & Interiors. 3 units

Sales in Fashion and Interiors, 3 units

Fashion Merchandising Internship, 2-4 units

Total Required Units

26-28

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program prepares students for entry into one of the nation's largest industries as merchandising assistants, buyers, department store managers, and visual merchandisers.

MODESTO JUNIOR COLLEGE

IMAGE CONSULTANT/PERSONAL SHOPPER (cont.)

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Image Consultant, Personal Shopper

MODELING

Required Courses:

Fashion Merchandising Internship, 4 units

Fashion Analysis, 2 units

Modeling, 5 units

Plus 3 additional units from:

Fashion Field Work 2 (LA), 1 unit

Fashion Field Work (SF), 1 unit

Fashion Study Tour (NY), 2 units

Fashion Promotion & Coordination, 3 units

Personal Shopper/Wardrobe Consultant, 3 units

Total Required Units

14

Average time to complete program

4 semesters

PROGRAM DESCRIPTION

This program prepares students for entry into one of the nation's largest industries as merchandising assistants, buyers, department store managers, and visual merchandisers.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Fashion Model

VISUAL MERCHANDISING

Required Courses:

Fundamentals of Fashion Merchandising, 3 units

Fashion Merchandising Internship, 4 units

Visual Merchandising 1, 3 units

Workshop in Visual Merchandising, 1 unit

Visual Merchandising 2, 4 units

Fashion Promotion & Coordination, 3 units

Color in Fashion & Interiors, 3 units

Total Required Units

21

Average time to complete program

3 to 4 semesters

MODESTO JUNIOR COLLEGE

PROGRAM DESCRIPTION

This program prepares students for entry into one of the nation's largest industries as merchandising assistants, buyers, department store managers, and visual merchandisers.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Fashion Merchandising

FIRE ACADEMY

Required Courses:

Basic Fire Academy, 15 units

Total Required Units

15

Average time to complete program

1 to 2 semesters

PROGRAM DESCRIPTION

The program is designed to teach students about the organization and operations of fire service, proper use of fire equipment, tactics and strategies of fire fighting, specialized job skills, and management techniques.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Fire Fighter

FIRE TECHNOLOGY, FIRE SCIENCE

Required Courses:

Intro to Fire Science, 3 units

Plus maximum of 6 additional units from:

Standard First Aid/Personal Safety, 1 unit

PC 832 Arrest, 2 units

PC 832 Firearms, .5 units

Law Enforcement Reserve Level 1, 3 units

Law Enforcement Reserve Level 2, 3 units

Hazardous Materials/First Responder, 1 unit

Defensive Driving/Emergency Vehicle
Operation, .5 units

Emerge Medical Dispatcher Training, 1 unit

Basic Public Safety Dispatcher, 2 units

Complaint Dispatch, 1 unit

Basic Police Orientation, 13 units

MODESTO JUNIOR COLLEGE

FIRE TECHNOLOGY, FIRE SCIENCE (cont.)

Plus maximum of 27 units from: (OR combination with above courses)

Fire Behavior and Combustion, 3 units	Fire Prevention 1A, 2 units
Fire Science Career Dev./Promotions, 3 units	Fire Prevention 1B, 2 units
Fire Hydraulics, 3 units	Fire Management 1, 2 units
Fire Co. Organization & Procedure, 3 units	Fire Investigator 1, 2 units
Building Construction for Fire Protection, 3 units	Volunteer Fire Fighter Phase 1, 1 unit
Fire Apparatus and Equipment, 3 units	Volunteer Fire Fighter Phase 2, 1 unit
Investigation of Fires, 3 units	Volunteer Fire Fighter Phase 3, 1 unit
Fire Protection Equipment & Systems, 3 units	Fire Fighter 1, 1 unit
Fire Service Records & Reports, 3 units	Basic Fire Academy, 15 units
Fire Fighting Tactics & Strategy, 3 units	Driver Operator 1, 2 units
Hazardous Materials, 3 units	Emergency Aid First Responder, 1 unit
Related Codes & Ordinances, 3 units	Uniform Fire Code, 2 units
Rescue Practices, 3 units	Fire Command 2A, 2 units
Wildland Fire Control, 3 units	Fire Management 2B, 2 units
Instructional -Fire Training Officers, 2 units	Fire Instructor 2A
Fire Prevention 1C, 2 units	Fire Instructor 2B, 2 units
Public Fire Education 1, 2 units	Fire Science Special Topics, .5 units
Fire Command 1A, 2 units	EMT 1-Ambulance Training, 4 units
Fire Command 1B, 2 units	EMT 1 (Update), 1 unit
Fire Instructor 1A, 2 units	Wildland fire Control, 1 unit
Fire Instructor 1B, 2 units	

Total Required Units	33
Average time to complete program	4 semesters

PROGRAM DESCRIPTION

The program is designed to teach students about the organization and operations of fire service, proper use of fire equipment, tactics and strategies of fire fighting, specialized job skills, and management techniques.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Firefighter

MODESTO JUNIOR COLLEGE

HOSPITALITY FOOD SERVICE CATERING

Required Courses:

Sanitation, 1 unit

Catering, 2 units

Food Styling, 2 units

Gourmet Food Preparation, 2 units

Safety, 1 unit

Equipment, 1 unit

Dinner House Cook, 3 units

Supervision and Training Techniques, 3 units

Bookkeeping, 1, 3 units

OR Cost Control and Record Keeping, 3 units

Total Required Units

18

Average time to complete program

3 to 4 semesters

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Service Worker, Caterer

HOSPITALITY FOOD SERVICE MANAGER

Required Courses:

Sanitation, 1 unit

Safety, 1 unit

Equipment, 1 unit

Catering, 2 units

Supervision & Training Techniques, 3 units

Food Staying, 2 units

Gourmet Food Preparation, 2 units

Dining Room Service, 3 units

Dinner House Cook, 3 units

Commercial Baking, 3 units

Survey of Computing, 1 unit

Small Business Management-Planning, 3 units

Bookkeeping 1, 3 units

OR Cost Control and Record Keeping, 3 units

Nutrition, 3 units

OR Practical Nutrition, 3 units

Total Required Units

33

Average time to complete program

4 semesters

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Service Manager Trainee

MODESTO JUNIOR COLLEGE

HOSPITALITY FOOD SERVICE SUPERVISOR

Required Courses:

Sanitation, 1 unit

Safety, 1 unit

Equipment, 1 unit

Catering, 2 units

Supervision and Training Techniques, 3 units

Food Styling, 2 units

Gourmet Food Preparation, 2 units

Dining Room Service, 3 units

Dinner House Cook, 3 units

Commercial Baking, 3 units

Bookkeeping 1, 3 units

OR Cost Control and Record Keeping, 3 units

Nutrition, 3 units

OR Practical Nutrition, 3 units

Total Required Units

27

Average time to complete program

4 semesters

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Service Supervisor Trainee

INSTITUTIONAL FOOD SERVICE MANAGER

Required Courses:

Diet in Health and Diseases, 3 units

Sanitation, 1 unit

Safety, 1 unit

Equipment, 1 unit

Quantity Food Preparation, 3 units

Food Purchasing and Menu Planning, 4 units

Supervision and Training Techniques, 3 units

Food Production Management, 3 units

Clinical Field Experience: Health Care, 3 units

Nutrition, 3 units

OR Practical Nutrition, 3 units

General Psychology, 3 units

OR Introduction to Sociology, 3 units

Basic Composition and Reading, 3 units

OR Composition and Reading, 3 units

Total Required Units

31

Average time to complete program

2 to 3 semesters

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Service Manager

MODESTO JUNIOR COLLEGE

INSTITUTIONAL FOOD SERVICE SUPERVISOR

Required Courses:

Sanitation, 1 units

Safety, 1 unit

Food Purchasing and Menu Planning, 4 units

Clinical Field Experience Health Care, 3 units

Equipment, 1 unit

Supervision & Training Techniques, 3 units

Food Production Management, 3 units

Nutrition, 3 units

OR Practical Nutrition, 3 units

Total Required Units

35

Average time to complete program

3 to 4 semesters

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Service Supervisor

SCHOOL FOOD SERVICE MANAGER

Required Courses:

Sanitation, 1 unit

Safety, 1 unit

Equipment, 1 unit

Food Production Management, 3 units

Supervision and Training Techniques, 3 units

Clinical Field Experience: School Lunch, 3 units

Introduction to Child Development, 3 units

Introduction to Educational Institution

Food Service, 3 units

Nutrition, 3 units

OR Practical Nutrition, 3 units

Food Preparation Skills, 2 units

OR Quantity Food Preparation, 3 units

Menu Design and Food Procurement, 3 units

OR Food Purchasing/Menu Planning, 4 units

Basic Composition and Reading, 3 units

OR Composition and Reading, 3 units

General Psychology, 3 units

Total Required Units

32-34

Average time to complete program

3 to 4 semesters

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Food Service Manager, School

MODESTO JUNIOR COLLEGE

SCHOOL FOOD SERVICE SUPERVISOR

Required Courses:

Sanitation, 1 unit

Safety, 1 unit

Equipment, 1 unit

Introduction to Educational Institution

Food Service, 3 units

Supervision & Training Techniques, 3 units

Introduction to Child Development, 3 units

Nutrition, 3 units

OR Practical Nutrition, 3 units

Food Preparation Skills, 2 units

OR Quantity Food Preparation, 3 units

Total Required Units

17-18

Average time to complete program

1 to 2 semesters

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Food Service Supervisor, School

FORESTRY TECHNICIAN

Required Courses:

Introduction to Agriculture, 1 unit

Agriculture Work Experience, 4 units

Ag Computations, 3 units

Introductory Forestry, 3 units

Soils, 3 units

Native Plants ID, 3 units

Mapping & Photo Interpretation, 3 units

Forest Technology, 3 units

Ag Accounting and Analysis, 3 units

Recreation Land Management, 3 units

Wildland Fire Control, 1 unit

Log Scaling, 1 unit

Forestry Practicum, 1.5 units

Park & Landscape Maintenance, 3 units

Landscape Engineering, 3 units

Basic Maintenance-Agriculture, 3 units

Intro to Ornamental Horticulture, 3 units

Plus 7 additional units from:

Communications in Agriculture, 3 units

Farm Tractors, 2 units

Farm Surveying, 2 units

Environmental Conservation, 3 units

Wildlife Production, 3 units

Introduction to Plant Science, 3 units

Total Required Units

49

Average time to complete program

4 to 5 semesters

PROGRAM DESCRIPTION

This program will develop entry level job skills and knowledge in natural resources.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Forest Worker, see DOT

MODESTO JUNIOR COLLEGE

GRAPHIC DESIGN

Required Courses:

Basic Drawing 1, 3 units
Basic Drawing 2, 3 units
Color and Design, 3 units
Graphic Design 1, 2 units
Typography 1, 2 units
Pre-press Copy Preparation, 2 units
Basic Photography, 3 units

Microcomputer Graphics, 3 units
Figure Drawing, 3 units
Graphic Design 2, 2 units
Adv. Copy Design & Preparation, 2 units
Graphic Arts Fundamentals, 3 units
Graphic Design Portfolio Development, 1 unit
Graphic Communication Internship, 2 units

Total Required Units

375

Average time to complete program

3 to 4 semesters

PROGRAM DESCRIPTION

This program is structured to develop the capability of the student to creatively solve design problems related to the printed product.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Graphic Designer, Graphic Artist, Commercial Artist, Illustrator, Pre-Press Layout Person.

INTERIOR DESIGN

Required Courses:

Interior Design Fundamentals, 3 units
Home Merchandising and Design, 2 units
Textiles, 3 units
Visual Workshop, 1 unit
Visual Merchandising 1, 3 units

Visual Merchandising 2, 4 units
Interior Environment, 3 units
Sales in Fashion and Interiors, 3 units
Interior Computer Design, 3 units
Color in Fashion & Interiors, 3 units

Total Required Units

27

Average time to complete program

2 to 3 semesters

PROGRAM DESCRIPTION

This program emphasizes the home and the workplace as the environment created by individuals in response to their family and work interests and needs. Focus is placed not only on the physical set-up of the structure and interior but also on the psychological and sociological effects of the environment on the people who function within it.

MODESTO JUNIOR COLLEGE

INTERIOR DESIGN (cont.)

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Interior Designer

BASIC LAW ENFORCEMENT ACADEMY (POST)

Prerequisites:

Pass English skill test
Pass Physical agility test
Letter of Health
Submit fingerprints to Dept. of Justice

Required Courses:

Basic Police Orientation, 13 units

Total Required Units

13

Average time to complete program

2 semesters

PROGRAM DESCRIPTION

Students may meet the educational and training requirements mandated by POST for entry level law enforcement officers.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Law Enforcement Officer

MACHINE TOOL TECHNOLOGY

Required Courses:

Machine Tool Technology 211E, 5 units
Machine Tool Technology 212E, 5 units
Machine Tool Technology 213E, 5 units

Independent Study, 2 units

Arc and Gas Welding, 3 units

Elementary Algebra, 3 units

Intro to CNC Machine Practices, 2 units

Plus 5-6 units from:

Sheet Metal 1, 3 units

OR Advanced Arc & Gas Welding, 3 units

Mechanical Blueprint Reading, 3 units

OR Basic Drafting 1, 2 units

MODESTO JUNIOR COLLEGE

Total Required Units	21
Average time to complete program	3 to 4 semesters

PROGRAM DESCRIPTION

This program provides training toward the acquisition of proficiency in the use of metal removal and metal forming machine tools. Training in calculations of cutting speeds and feeds, use of measuring tools, study of elementary metallurgy, and making adjustments are also emphasized.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Machine Tool Technician

GENERAL PLANT MAINTENANCE

Required Courses:

Principles of Mechanical Power Transmission, 3 units	Plumbing Principles and Methods, 3 units
Introduction to Plant Maintenance, 3 units	Construction Blueprint Reading, 3 units
Intro to Occupational Safety & Health, 3 units	Maintenance Machinist 1, 2 units
	Independent Study/Special Problems, 1 unit
	Arc and Gas Welding, 3 units

Plus 3 additional units from:

Industrial Hydraulics, 3 units	Intermediate Welding, 3 units
Principles of Refrigeration, 3 units	Advanced Arc & Gas Welding, 3 units
Principles of Fans, Compressors and Pumps, 3 units	

Total Required Units	24
Average time to complete program	2 to 3 semesters

PROGRAM DESCRIPTION

Courses are intended for the student who wishes to explore career offerings in the plant maintenance field as well as those who are already working in the field and are interested in updating or upgrading their knowledge and skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Plant Maintenance Worker

MODESTO JUNIOR COLLEGE

MAINTENANCE ELECTRICIAN

Required Courses:

Electrical Fundamentals, 3 units

Industrial Instrument and Control, 3 units

Principles & Repairs of AC/DC Motors, 3 units

Electrical Equipment and Machines, 3 units

Intro to Plant Maintenance, 3 units

Occupational Safety and Health, 3 units

Plus 6 additional units from:

Principles of Residential Electrical Wiring, 3 units

Electrical Codes and Ordinances, 3 units

Analysis of Electrical Codes, 3 units

Total Required Units

24

Average time to complete program

3 semesters

PROGRAM DESCRIPTION

Courses are intended for the student who wishes to explore career offerings in the maintenance electrician field as well as those who are interested in updating or upgrading their knowledge and skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Maintenance Electrician

MAINTENANCE MACHINIST (NIGHT)

Required Courses:

Intro to Plant Maintenance, 3 units

Intro to Occupational Safety and Health, 3 units

Maintenance Machinist 1, 2 units

Maintenance Machinist 2, 2 units

Maintenance Machinist 3, 2 units

Arc & Gas Welding, 3 units

Layout & Blueprint 1, 2 units

Sheet Metal 1, 3 units

Advanced Gas and Arc Welding, 3 units

Independent Study, 1 unit

Total Required Units

21

Average time to complete program

3 semesters

PROGRAM DESCRIPTION

This program provides training toward the acquisition of proficiency in the use of metal removal and metal forming machine tools. Training in calculations of cuttings speeds and feeds, use of measuring tools, study of elementary metallurgy, and making adjustments are also emphasized.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Maintenance Machinist

POST-SECONDARY PRIVATE SCHOOLS

PRIVATE & POSTSECONDARY SCHOOLS
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A.D. BANKER & COMPANY

7101 COLLEGE BLVD STE 1600

OVERLAND PARK, KS 66210

(800) 866-2468

LOCAL LOCATION

1312 MCHENRY AVE, MODESTO, CA 95350
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PAGE 212	FIRE & CASUALTY BROKER-AGENT LICENSE, ETHICS & CODE
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PAGE 212	LIFE AGENT LICENSE COURSE AND ETHICS & CODE
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FIRE & CASUALTY BROKER-AGENT LICENSE

Average time to complete program:	52 hours
Approximate cost to complete program:	\$225 (includes texts and exam prep class)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in general insurance, property insurance, dwelling policies, homeowners, commercial package policies, commercial property coverage, commercial inland marine coverage, boiler and machinery, farm coverage, business owners policies and California Ethics & Code.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Fire & Casualty Broker-Agent

LIFE AGENTS LICENSE AND ETHICS & CODE
--

Average time to complete program:	52 hours
Approximate cost to complete program:	\$225 (includes texts and exam prep class)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in life insurance, contracts, annuities, taxation, social insurance, underwriting, health insurance, disability, Medi-Cal and California Ethics & Code.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Life Insurance Agent

PRIVATE & POSTSECONDARY SCHOOLS
--

ADRIAN'S BEAUTY COLLEGE

LOCAL LOCATIONS

**124 FLOYD AVE
MODESTO, CA 95350
(209) 526-2040**

**2253 GEER ROAD
TURLOCK, CA 95380
(209) 632-2233**

PAGE 214	COSMETOLOGY
PAGE 215	COSMETOLOGY INSTRUCTOR TRAINEE
PAGE 215	ESTHETICIAN
PAGE 216	MANICURIST AND PEDICURIST

AVAILABLE SERVICES:

- Counseling
- Financial Aid
- Pell Grant
- Placement
- Regional Occupational Program

SERVICES FOR SPECIAL NEEDS:

- Department of Rehabilitation

COSMETOLOGY

Average time to complete program:	1600 hours
Approximate cost to complete program:	\$6,135.03 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate/Diploma
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students with basic fundamentals in theory and practical applications in Cosmetology.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Cosmetologist

PRIVATE & POSTSECONDARY SCHOOLS

COSMETOLOGY INSTRUCTOR TRAINEE

Average time to complete program:	600 hours
Approximate cost to complete program:	\$3,344.43 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students with the basic fundamentals in the theory and application for teaching in accordance with the California State Board of Cosmetology.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Cosmetology Instructor

ESTHETICIAN

Average time to complete program:	600 hours
Approximate cost to complete program:	\$3,900.60 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students with basic fundamentals in theory and practical applications in Esthetic/Cosmetician.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Esthetic/Cosmetician.

PRIVATE & POSTSECONDARY SCHOOLS
--

ADRIAN'S BEAUTY COLLEGE

LOCAL LOCATIONS

**124 FLOYD AVE
MODESTO, CA 95350
(209) 526-2040**

**2253 GEER ROAD
TURLOCK, CA 95380
(209) 632-2233**

MANICURIST AND PEDICURIST

Average time to complete program:	400 hours
Approximate cost to complete program:	\$2,543.81 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students with the basic fundamentals in theory and practical application of nails.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Manicurist and Pedicurist

ADVANCED LEARNING TREE

606 1/2 13TH STREET
MODESTO, CA 95354
(209) 524-4218

PAGE 217 COMPUTERIZED MEDICAL TRANSCRIPTION

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling	<ul style="list-style-type: none">• None listed

COMPUTERIZED MEDICAL TRANSCRIPTION

Average time to complete program:	6 months (22 weeks)
Approximate cost to complete program:	\$10,050 (includes texts, supplies, program and software) without Computer/Printer
Optional cost	\$12,050 (with Computer/Printer)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED, excellent grammar skills, type 40 wpm and be computer literate
Target students:	Adults

PROGRAM DESCRIPTION

A computerized medical transcription training course which includes the training in DOS, WP51/dos, PRD, ChartWare, Windows, WIN/95, Printers, Transcription units, dictation units, ICD-9 codes, CPT-4 codes, Medicare directed charting, formatting, troubleshooting, medical terminology.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Transcription

PRIVATE & POSTSECONDARY SCHOOLS
--

ANDON COLLEGE
1314 H STREET
MODESTO, CA 95354
(209) 571-8777

PAGE 218	MEDICAL ASSISTANT
PAGE 219	MEDICAL OFFICE SPECIALIST

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Placement• Financial Aid• Tutoring	<ul style="list-style-type: none">• None listed

MEDICAL ASSISTANT

Average time to complete program:	31 weeks
Approximate cost to complete program:	\$5,638.00 (includes registration, supplies, texts, insurance/physical)
Additional fees:	\$150.00 (uniforms, shoes and jacket)
Open entry/exit:	No
Received upon completion:	Diploma,(CPR), injection Certificates
Prerequisites (standard):	H.S. Diploma or GED and entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

The student will receive theoretical, laboratory, and clinical instruction in administrative and clinical office procedures, medical laboratory test and procedures, human anatomy, medical terminology, patient psychology, medical ethics, medical law, and pharmacology.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

This program prepares students with the knowledge, skills, and techniques needed to function in medical or optometry offices, outpatient clinic, or hospital environment.

PRIVATE & POSTSECONDARY SCHOOLS

MEDICAL OFFICE SPECIALIST

Average time to complete program:	31 weeks
Approximate cost to complete program:	\$5,494.00 (includes registration, supplies, texts, insurance/physical)
Additional fees:	\$150.00 (uniforms, shoes and jacket)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	H.S. Diploma or GED and entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

The student will receive basic instruction in human anatomy, medical terminology, medical insurance, medical records, billing and collections, appointment scheduling, medical ethics, and public relations.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

This program prepares students with the knowledge, skills, and techniques needed to secure an entry level position in an outpatient clinic; medical, dental, or optometry offices; or hospital environment.

PRIVATE & POSTSECONDARY SCHOOLS
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CALIFORNIA BEAUTY COLLEGE

**1115 15TH STREET
MODESTO, CA 95354
(209) 524-5184**

PAGE 220	COSMETOLOGIST
PAGE 220	MANICURIST

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Placement	<ul style="list-style-type: none">• Bilingual (Spanish)• Department of Rehabilitation• Regional Occupational Program

COSMETOLOGIST

Average time to complete program:	1600 hours
Approximate cost to complete program:	\$5,081.03 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	Pass entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students with basic fundamentals in theory and practical applications in Cosmetology.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Cosmetologist

MANICURIST

Average time to complete program:	400 hours
Approximate cost to complete program:	\$2,301.66 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	Pass entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students with basic fundamentals in theory and practical applications of nails.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Nail Technician, Manicurist

CALIFORNIA COLLEGE OF ORTHOPAEDIC TECHNOLOGISTS

**1608 SUNRISE AVENUE STE 2
MODESTO, CA 95350
(209) 529-2663**

PAGE 222	ORTHOPAEDIC TECHNOLOGIST
PAGE 222	SURGICAL TECHNOLOGIST

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none"> • Placement 	<ul style="list-style-type: none"> • None listed

ORTHOPAEDIC TECHNOLOGIST

Average time to complete program:	547 hours
Approximate cost to complete program:	\$3200 (includes books and materials)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma, GED
Target students:	Adults

PROGRAM DESCRIPTION

Students are exposed to various instructional methods to vary and enhance learning. The staff uses lectures, demonstrations, simulated exercises and actual clinical experiences.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Orthopaedic Technician, Orthopaedic Assistant, Orthopaedic Cast Specialist

SURGICAL TECHNOLOGY

Average time to complete program:	1151 hours
Approximate cost to complete program:	\$8000 (includes books and materials)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma, GED
Target students:	Adults

PROGRAM DESCRIPTION

Students are exposed to various instructional methods to vary and enhance learning. The staff uses lectures, demonstrations, simulated exercises and actual clinical experiences.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Operating Room Technician, Surgical Technician, Surgical Orderly

CALIFORNIA MEDICAL SCHOOL OF SHIATSU
1620 CARPENTER ROAD
MODESTO, CA 95351
(209) 544-0960

PAGE 223	SHIATSU
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Financial Assistance	<ul style="list-style-type: none">• None listed

SHIATSU

Average time to complete program:	12 months
Approximate cost to complete program:	\$5120 (includes tuition and registration)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	A "TB" test
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in hands-on therapy.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Shiatsu Therapist

PRIVATE & POSTSECONDARY SCHOOLS
--

CAL-TRADE WELDING SCHOOL

**424 KANSAS AVE
MODESTO, CA 95351
(209) 523-8826**

PAGE 224	COMBINATION WELDING
PAGE 224	HELIARC/MIG WELDING
PAGE 225	PIPELINE WELDING

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Placement• Vocational Assessment	<ul style="list-style-type: none">• JTPA eligible• VA approved• Vocational Rehabilitation

COMBINATION WELDING

Average time to complete program:	600 hours
Approximate cost to complete program:	\$5,495.00 (includes supplies, texts, and Certification)
Open entry/exit:	Yes
Received upon completion:	Certificate, AWS Certificate
Prerequisites (standard):	WRAT
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students for electric arc welding, oxy-acetylene cutting, heliarc welding, mig welding, innershield welding, and introduction to pipe welding.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Combination welder with certification to AWS D1.1 Structural Welding Code.

PRIVATE & POSTSECONDARY SCHOOLS

HELIARC/MIG WELDING

Average time to complete program:	360 hours
Approximate cost to complete program:	\$4,680.00 (includes supplies, texts)
Open entry/exit:	Yes
Received upon completion:	Certificate, AWS Welding Certificate
Prerequisites (standard):	WRAT
Target students:	Adults

PROGRAM DESCRIPTION

This program trains students for heliarc welding on mild steel, on stainless steel and aluminum alloys, and also mig welding.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Certified Heliarc/Mig Welder

PIPELINE WELDING

Average time to complete program:	300 hours
Approximate cost to complete program:	\$4,012.50 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate, AWS Welding Certificate
Prerequisites (standard):	Certified structural welder, WRAT
Target students:	Adults

PROGRAM DESCRIPTION

This program trains students in electric arc welding, heliarc welding, oxy-acetylene welding.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Certified all position Pipe Welder.

PRIVATE & POSTSECONDARY SCHOOLS
--

CENTURY 21 OF THE WEST, INC.

Local Locations

Century 21 Gene Argain & Associates
2909 Coffee Road #4, Modesto, CA 95355
(209) 527-4870

Century 21 Cloverland Realty CO
389 West F Street, Oakdale, CA 95361
(209) 848-1731

Century 21 Mid-Valley Properties
3320 Tully Road #A, Modesto, CA 95350
(209) 527-7171

Century 21 Dynamic Realty
858 Geer Road, Turlock, CA 95380
(209) 634-5886

PAGE 228	REAL ESTATE AGENT
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Vocational Assessment	<ul style="list-style-type: none">• None listed

REAL ESTATE AGENT

Average time to complete program:	45 hours
Approximate cost to complete program:	\$390.00 (includes book, tuition)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	6 units in Real Estate classes
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in Real Estate terminology, Real Estate laws, and ethics.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Real Estate Agent

PRIVATE & POSTSECONDARY SCHOOLS
--

CENTRAL VALLEY OPPORTUNITY CENTER

**701 H STREET
MODESTO, CA 95354
(209) 577-3210**

PAGE 226	GENERAL BUSINESS OCCUPATIONS
PAGE 227	MEDICAL OFFICE OCCUPATIONS
PAGE 227	RETAIL SALES/CASHIER

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Higher Education Placement• Job Placement	<ul style="list-style-type: none">• GED instruction, English & Spanish• Free services to:<ul style="list-style-type: none">Migrant/seasonal farm/ranch workersPoultry, dairy or cannery workerDependent of seasonal workerAgricultural workerLow income eligible <p>(Must qualify for eligibility to receive services)</p>

GENERAL BUSINESS OCCUPATIONS

Average time to complete program:	770 hours
Approximate cost to complete program:	\$4,090.00 (includes tools, books, clothing)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	None
Target students:	Adults

PROGRAM DESCRIPTION

This program teaches business typing/computer word processing, business English and math, telephone techniques, office equipment and procedures, filing, calculator, basic computer operations, bookkeeping and accounting.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Clerk-typist

PRIVATE & POSTSECONDARY SCHOOLS

MEDICAL OFFICE OCCUPATIONS

Average time to complete program:	770 hours
Approximate cost to complete program:	\$4,235.00 (includes tools, books, clothing)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	None
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in typing, medical vocabulary, insurance systems, office equipment, accounting system, and transcription.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Secretary

RETAIL SALES/CASHIER

Average time to complete program:	420 hours
Approximate cost to complete program:	\$2,449.00 (includes tools, books, clothing)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	None
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in math skills for retail sales, sales terminology, cash register operation, stock handling procedures, receiving, checking, marking, and shipping, stock inventory and shrinkage control.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Sales Clerk

PRIVATE & POSTSECONDARY SCHOOLS
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COMPUTER TUTOR

**4306 SISK ROAD
MODESTO, CA 95356
(209) 545-5200**

PAGE 229	ADMINISTRATIVE ACCOUNTING CLERK
PAGE 230	ADMINISTRATIVE ASSISTANT
PAGE 230	AUTOMATED ACCOUNTING CLERK
PAGE 231	AUTOMATED OFFICE ASSISTANT
PAGE 231	BOOKKEEPING AUTOMATION
PAGE 232	COMPUTERIZED BUSINESS SKILLS
PAGE 233	SECRETARIAL AUTOMATION

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Placement Assistance	<ul style="list-style-type: none">• None listed

ADMINISTRATIVE ACCOUNTING CLERK
--

Average time to complete program:	700 hours
Approximate cost to complete program:	\$5,575.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	High School
Target students:	Adults

PROGRAM DESCRIPTION

This course prepares students in two very important programs. WordPerfect and Excel are the two dominant computer programs in the business environment. The computer is taught with a hands-on approach.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting Clerk	Accounts Payable
Accounts Receivable	Bookkeeper
Full Charge Bookkeeper	General Office
Secretary	Office Assistant
General Clerical	Office Clerk

PRIVATE & POSTSECONDARY SCHOOLS

ADMINISTRATIVE ASSISTANT

Average time to complete program:	700 hours
Approximate cost to complete program:	\$5,575.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	High School
Target students:	Adults

PROGRAM DESCRIPTION

This program focus is primarily on computer applications. Word processing (WordPerfect for Windows and WordPerfect 5.1) and electronic spreadsheets (Microsoft Excel and Lotus 123). Microsoft Windows will be covered extensively prior to Excel and WordPerfect for Windows. Desktop Publishing skills and guideline will also be taught. Both features and terminology are thoroughly covered. Computer skills are taught with hands-on approach.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Receptionist
Office Clerk	General Clerical
Clerk Typist	Office Assistant
Data Entry Specialist	General Office

AUTOMATED ACCOUNTING CLERK

Average time to complete program:	525 hours
Approximate cost to complete program:	\$4,350.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	High School
Target students:	Adults

PROGRAM DESCRIPTION

The manual bookkeeping portion of this class will be taught in a traditional classroom setting with a qualified teacher. Since many businesses today require a knowledge of computerized bookkeeping, a program called One-Write Plus will be taught. The computer portions of this class are taught with a hands-on approach.

PRIVATE & POSTSECONDARY SCHOOLS

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting Clerk	Accounts Payable
Accounts Receivable	Bookkeeper
Full Charge Bookkeeper	

AUTOMATED OFFICE ASSISTANT

Average time to complete program:	445 hours
Approximate cost to complete program:	\$3,800.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	High School
Target students:	Adults

PROGRAM DESCRIPTION

This course focus is primarily on computer applications. Word processing (WordPerfect for Windows) and electronic spreadsheets (Microsoft Excel) are the two main computer applications used in the business environment. Microsoft Windows will be covered extensively prior to Excel or WordPerfect for Windows. Computer skills are taught with a hands-on approach.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Receptionist
Office Clerk	General Clerical
Clerk Typist	Office Assistant
Data Entry Specialist	General Office

BOOKKEEPING AUTOMATION

Average time to complete program:	155 hours
Approximate cost to complete program:	\$1,818.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	High School, Bookkeeping experience, accounting exam
Target students:	Adults

PRIVATE & POSTSECONDARY SCHOOLS

PROGRAM DESCRIPTION

This program is designed for those individuals with a knowledge or experience in manual bookkeeping, but who lack the knowledge of computers, computerized accounting or electronic spreadsheets.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting Clerk	Accounts Payable
Accounts Receivable	Bookkeeper
Full Charge Bookkeeper	

COMPUTERIZED BUSINESS SKILLS

Average time to complete program:	280 hours
Approximate cost to complete program:	\$2,850.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	Previous office experience, High School, clerical exam
Target students:	Adults

PROGRAM DESCRIPTION

This program is designed for those with office skills and experience but who lack the knowledge of computers and word processing. WordPerfect and Lotus 1-2-3 are the two dominant computer programs in the business environment. The need to know these two programs is vital for every office and clerical position. The computer is taught with a hands-on approach.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Receptionist
Office Clerk	General Clerk
Clerk Typist	Office Assistant
Data Entry Specialist	Word Processor

SECRETARIAL AUTOMATION

Average time to complete program:	155 hours
Approximate cost to complete program:	\$1,818.00 (includes books and supplies)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	High School, clerical exam, minimum typing speed 30 wpm
Target students:	Adults

PROGRAM DESCRIPTION

This program is designed for those with secretarial skills and experience but who lack the knowledge of computers and word processing. WordPerfect and Lotus 1-2-3 are the two dominant computer programs in the business environment. The need to know these two programs is vital for every secretarial and clerical. The computer is taught with a hands-on approach.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Secretary	Receptionist
Office Clerk	General Clerk
Clerk Typist	Office Assistant
Data Entry Specialist	Word Processor

PRIVATE & POSTSECONDARY SCHOOLS
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FINANCIAL SERVICES LEARNING CENTER

121 DOWNEY AVE STE 111

MODESTO, CA 95354

(209) 529-3648

PAGE 234	FINANCIAL SERVICES ASSOCIATE
PAGE 234	OFFICE TRAINEE WITH TELEMARKETING

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
• None listed	• None listed

FINANCIAL SERVICES ASSOCIATE

Average time to complete program:	360 hours
Approximate cost to complete program:	\$4,295.00 (includes books and materials)
Open entry/exit:	Yes
Received upon completion:	License
Prerequisites (standard):	High School Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in serving clients for their overall financial needs, which include retirement, and estate planning.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Financial Service Associate-Life & Health / Securities Investment

OFFICE TRAINEE WITH TELEMARKETING

Average time to complete program:	240 hours
Approximate cost to complete program:	\$1,995.00 (includes books and materials)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED, experience
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in marketing and sales skills, basic office procedure and basic office machine practice.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Office trainee with telemarketing skills, at basic entry level.

GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS

1604 FORD AVE STE 10

MODESTO, CA 95350

(209) 527-732-2217

PAGE 235	DENTAL ASSISTANT
PAGE 236	MEDICAL ASSISTANT

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
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- | | |
|---|---|
| <ul style="list-style-type: none">• Counseling• Financial Aid• Placement• Tutoring | <ul style="list-style-type: none">• None listed |
|---|---|

DENTAL ASSISTANT

Average time to complete program:	720 hours
Approximate cost to complete program:	\$6,000.00 (includes supplies and texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

Classroom training includes the use of audiovisual aids. Receptionist training includes the use of bookkeeping forms, patient charts, appointment scheduling forms and insurance billing materials. Students first practice radiography on a mannequin and through role playing. Students learn proper care of the dental handpiece and instruments. Proper instrument and material sterilization is practiced with an autoclave. Students also practice four-handed dentistry, the identification of specialty instruments, tray set-ups, and the passing of instruments and syringes to the dentist.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Dental Assistant

GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS

1604 FORD AVE STE 10

MODESTO, CA 95350

(209) 527-732-2217

MEDICAL ASSISTANT

Average time to complete program:	720 hours
Approximate cost to complete program:	\$6,000.00 (includes books and materials)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Entrance exam and TB Test
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in elementary medical knowledge and to assist physicians in the examination and treatment of patients, and to perform administrative tasks needed to keep the office running smoothly. Students spend their campus training utilizing the classroom laboratory areas, to practice clinical duties. Students practice routine laboratory duties, front office procedures, back office procedures. In addition, CPR training sessions are scheduled during class time to encourage student participation.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Medical Assistant

PRIVATE & POSTSECONDARY SCHOOLS
--

H & R BLOCK INCOME TAX SCHOOLS

LOCAL LOCATIONS

H & R BLOCK, MODESTO
2401 E. ORANGEBURG #130
MODESTO, CA 95350

H & R BLOCK, TURLOCK
525 GOLDEN STATE BLVD #1-B
TURLOCK, CA 95380

H & R BLOCK, MODESTO
1700 MCHENRY AVE #2C
MODESTO, CA 95358

PAGE 237	BASIC INCOME TAX COURSE
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
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- None listed

- None listed

BASIC INCOME TAX COURSE

Average time to complete program:	66 hours
Approximate cost to complete program:	\$290.00-\$300.00
Open entry/exit:	No
Received upon completion:	Certificate and license eligibility
Prerequisites (standard):	H.S. Diploma
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students for basic income taxes.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Income tax preparer

HONOLULU SCHOOL OF PARALEGAL EDUCATION

1031 MCHENRY AVE #13

MODESTO, CA 95350

(209) 523-4064

PAGE 238 | **PARALEGAL EDUCATION**

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Vocational Assessment	<ul style="list-style-type: none">• None listed

PARALEGAL EDUCATION

Average time to complete program:	144 hours
Approximate cost to complete program:	\$1,875.00 (includes tuition, supplies, and text)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma (1 year college preferred)
Target students:	Adults

PROGRAM DESCRIPTION

The students are required to take courses in the introduction to Paralegal, Civil Litigation and Legal Research & Writing.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Paralegal Assistant, Paralegal

IKE'S REFRIGERATION & APPLIANCE TRAINING CENTER

**710 LANDER AVE
TURLOCK, CA 95380
(209) 667-1320**

PAGE 239	REFRIGERATION/MAJOR APPLIANCE REPAIR TECHNICIAN
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Limited Placement	<ul style="list-style-type: none">• None listed

REFRIGERATION/MAJOR APPLIANCE REPAIR TECHNICIAN
--

Average time to complete program:	600 hours
Approximate cost to complete program:	\$5,981.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	Ability to lift 50 pounds
Target students:	Adults

PROGRAM DESCRIPTION

The course is designed to equip students with the knowledge and experience necessary to repair and service all major models of home appliances used in the average home and businesses (big or small)

.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Electrical Appliance Repairer	Electrical Appliance Servicer
Appliance Repairer	Household Appliance Installer

PRIVATE & POSTSECONDARY SCHOOLS
--

JANE RIDDLE INSTITUTE

805-B WEST ROSEBURG AVE

MODESTO, CA 95350

(209) 576-0314

PAGE 240	ELECTROLOGY
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• None listed	<ul style="list-style-type: none">• None listed

ELECTROLOGY

Average time to complete program:	600 hours
Approximate cost to complete program:	\$5,270.00 (includes texts and supplies)
Other fees (necessity)	\$20.00-\$60.00 (magnifying lense/ uniform and shoes)
Open entry/exit:	No
Received upon completion:	License
Prerequisites (standard):	Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in an in-depth course on theory and a comprehensive hands-on study of practical methods for permanent hair removal.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Electrologist Operator, Electrologist

PRIVATE & POSTSECONDARY SCHOOLS
--

MODESTO COMPUTER ACADEMY INC

1209 WOODROW STE A-1

MODESTO, CA 95350

(209) 577-1809

PAGE 241	ADMINISTRATIVE COMPUTER TRAINING
PAGE 242	AUTOMATED OFFICE ASSISTANT
PAGE 242	COMPUTER OPERATOR
PAGE 243	COMPUTER TRAINING FOR MANAGER
PAGE 243	RESIDENTIAL PROPERTY MANAGEMENT

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Counseling• Tutoring• Placement	<ul style="list-style-type: none">• None available

ADMINISTRATIVE COMPUTER TRAINING

Average time to complete program:	360 hours
Approximate cost to complete program:	\$4975.00 (includes supplies and texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Pre-entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

This is an introduction to Desktop Publishing. In this course you will gain solid training in using a computer in the business environment. Graphic skills will then be added which will enable students to design and produce documents like mailers, flyers, advertisements, telephone book ads, invitations, wedding announcements, newspaper ads, etc...

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Automated Office Assistant

Computer Operator

MODESTO COMPUTER ACADEMY INC

1209 WOODROW STE A-1

MODESTO, CA 95350

(209) 577-1809

AUTOMATED OFFICE ASSISTANT

Average time to complete program:	360 hours
Approximate cost to complete program:	\$4575.00 (includes supplies and texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Pre-entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

This course is more advanced in the use of computers. This is where real Windows power training takes place. This class will focus on using the multi-tasking ability of Windows to do computer operations in a quick and sophisticated manner.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Automated Office Assistant	Computer Operator
Data Entry Clerk	

COMPUTER OPERATOR

Average time to complete program:	360 hours
Approximate cost to complete program:	\$4575.00 (includes supplies and texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Pre-entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

Students will be trained for entry level computer operations. Comfort in operating a computer is taught in both the DOS and Windows operating systems. The training package includes data entry, word processor operations, typing, and light Lotus 1-2-3 training.

**PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL
OCCUPATIONS**

Computer Operator	General Clerk
Information Clerk	Clerk-Typist
Data Entry	

PRIVATE & POSTSECONDARY SCHOOLS

COMPUTER TRAINING FOR MANAGERS

Average time to complete program:	360 hours
Approximate cost to complete program:	\$4775.00 (includes supplies and texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Pre-entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

This program of training is for individuals who already have management skills from previous jobs. Our training focuses on management concerns. Managers need to know how to track expenses, schedule employees for work hours, track inventory, purchase computer equipment, evaluate computer equipment and costs.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Office Manager	Supervisor, Computer Operations (clerical)
Manager, Computer Operations	Managers in general

RESIDENTIAL PROPERTY MANAGEMENT TRAINING

Average time to complete program:	360 hours
Approximate cost to complete program:	\$5575.00 (includes supplies and texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Pre-entrance exam
Target students:	Adults

PROGRAM DESCRIPTION

The mission of this course is to return the student back into the work force in a relatively short time, with the knowledge of procedures, terminology, and a positive attitude, that will help them be a valuable employee. Students get training in computer operation, word processing, typing skills, and spreadsheet operation. In addition, customer service training and other people skills will be taught.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Owners Objections	Real Estate Investors
Property Valuation and Financial Analysis	Money and Property Management

PRIVATE & POSTSECONDARY SCHOOLS
--

NATIONAL TRAINING INSTITUTE, INC.

1560 CUMMINS DR STE C

MODESTO, CA 95358

(209) 522-9700

PAGE 244	COMPUTER SERVICE TECHNICIAN
PAGE 244	ELECTRONIC EQUIPMENT REPAIR TECHNOLOGY

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Student Financing Corporation (SFC)• Tutoring	<ul style="list-style-type: none">• None listed

COMPUTER SERVICE TECHNICIAN

Average time to complete program:	480 hours
Approximate cost to complete program:	\$6,500.00 (includes books and supplies)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	None
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students for an entry level position working for computer dealers or in a MIS (Management Information Systems) division of a corporation.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Computer Service Technician

ELECTRONIC EQUIPMENT REPAIR TECHNOLOGY

Average time to complete program:	465 hours
Approximate cost to complete program:	\$6,500.00 (includes books and supplies)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	None
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students in servicing various types of office and electro-mechanical equipment.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Electronic Equipment Repair Technician

VALLEY COMMERCIAL COLLEGE

910 12TH ST
MODESTO, CA 95354
(209) 578-0616

PAGE 245	ADMINISTRATIVE ASSISTANT
PAGE 246	ADMINISTRATIVE WORD PROCESSOR
PAGE 246	ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING
PAGE 247	ASSOCIATE IN APPLIED SCIENCE IN MEDICAL ASSISTING
PAGE 247	ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION
PAGE 248	AUTOMATED ACCOUNTING
PAGE 248	AUTOMATED ACCOUNTING /FULL CHARGE BOOKKEEPER
PAGE 249	AUTOMATED ACCOUNTING SPECIALIST-Evening Program
PAGE 249	MEDICAL ADMINISTRATIVE/CLINICAL ASSISTANT
PAGE 250	MEDICAL SECRETARY
PAGE 250	WORD PROCESSING SPECIALIST-Evening Program
PAGE 251	WORD PROCESSOR/SECRETARY

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none"> • Counseling • Placement • Student Services 	<ul style="list-style-type: none"> • Department of Rehabilitation • GAIN • JTPA

ADMINISTRATIVE ASSISTANT

Average time to complete program:	50 Weeks
Approximate cost to complete program:	\$9054.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students for office operational and managerial positions.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Administrative Secretary

PRIVATE & POSTSECONDARY SCHOOLS

ADMINISTRATIVE WORD PROCESSOR

Average time to complete program:	40 Weeks
Approximate cost to complete program:	\$7254.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students in advanced word processing applications and other clerical responsibilities at the administrative level.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Word Processing, Administrative Clerk

ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Average time to complete program:	60 weeks
Approximate cost to complete program:	\$10,855.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	AS Degree
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students in accounting concepts and manual microcomputer application.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accountant, Bookkeeper

PRIVATE & POSTSECONDARY SCHOOLS

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL ASSISTING

Average time to complete program:	60 weeks
Approximate cost to complete program:	\$10,855.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High school, Adults

PROGRAM DESCRIPTION

This program provides instruction in Medical Terminology, Anatomy, Physiology, Office & Clinical Procedures.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Front or back office medical assisting positions.

ASSOCIATE OF APPLIED SCIENCE IN OFFICE ADMINISTRATION

Average time to complete program:	60 weeks
Approximate cost to complete program:	\$10,855.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	AS Degree
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students for office administration positions with a high level proficiency in office skills & techniques.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Administrative Assistants, Assistant Office Managers, Office Administrator.

PRIVATE & POSTSECONDARY SCHOOLS
VALLEY COMMERCIAL COLLEGE
910 12TH ST
MODESTO, CA 95354
(209) 578-0616

AUTOMATED ACCOUNTING

Average time to complete program:	40 Weeks
Approximate cost to complete program:	\$7254.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students in computer operations, and also accounting concepts and applications.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Bookkeeper, Accountant

AUTOMATED ACCOUNTING/FULL CHARGE BOOKKEEPER

Average time to complete program:	50 Weeks
Approximate cost to complete program:	\$9054.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This training provides students with accounting fundamentals, business mathematics and accounting spreadsheet programming.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accountant, Bookkeeper

PRIVATE & POSTSECONDARY SCHOOLS

AUTOMATED ACCOUNTING SPECIALIST- Evening Program

Average time to complete program:	37.5 Weeks
Approximate cost to complete program:	\$4853.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students for intensive training in computer operations, spreadsheet programming, accounting concepts, automated accounting and word processing.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting Clerk

MEDICAL ADMINISTRATIVE/CLINICAL ASSISTANT

Average time to complete program:	50 Weeks
Approximate cost to complete program:	\$9054.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students for front or back office medical assisting positions in doctors' offices, hospitals, laboratories, and other medical institutions.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Assistant

PRIVATE & POSTSECONDARY SCHOOLS
VALLEY COMMERCIAL COLLEGE
910 12TH ST
MODESTO, CA 95354
(209) 578-0616

MEDICAL SECRETARY

Average time to complete program:	40 Weeks
Approximate cost to complete program:	\$7254.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program prepares students for front office medical assisting positions in doctors' offices, hospitals, laboratories, and other medical institutions.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Secretary, Medical Receptionist, Medical Records Clerk

WORD PROCESSING SPECIALIST-Evening Program

Average time to complete program:	37.5 Weeks
Approximate cost to complete program:	\$4853.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Certificate
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program consists of word processing, spreadsheet programming, and desktop publishing.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Word Processing Machine Operator

PRIVATE & POSTSECONDARY SCHOOLS

WORD PROCESSOR/SECRETARY

Average time to complete program:	50 Weeks
Approximate cost to complete program:	\$9054.50 (includes registration, supplies, texts)
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	Diploma or GED and pass entrance exam
Target students:	High School, Adults

PROGRAM DESCRIPTION

This program thoroughly prepares students in secretarial skills and word processing techniques toward a professional career.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Word Processor/Secretary

WESTERN PACIFIC TRUCK SCHOOL

**2316 NICKERSON DR
MODESTO, CA 95358
(209) 531-9226**

PAGE 252	TRACTOR/TRAILER OPERATOR
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none">• Placement• Vocational Assessment	<ul style="list-style-type: none">• Bilingual/Spanish

TRACTOR/TRAILER OPERATOR

Average time to complete program:	160 hours
Approximate cost to complete program:	\$3420.00
Open entry/exit:	No
Received upon completion:	Diploma
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program prepares students for heavy duty truck driving.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Heavy Duty Tractor/Trailer Operator (Class A License)

PRIVATE & POSTSECONDARY SCHOOLS
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WORLDWIDE EDUCATIONAL SERVICES OF CA, INC

1620 N. CARPENTER RD STE D-47

MODESTO, CA 95351

(209) 575-1933

PAGE 254	ACCOUNTING/BOOKKEEPING CLERK I (INCLUDE OFFICE SKILLS REVIEW)
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PAGE 263	SECRETARY/WORD PROCESSOR I (INCLUDES BOOKKEEPING)
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AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none"> • Counseling • Placement • Vocational Assessment 	<ul style="list-style-type: none"> • GAIN • Individual counseling • JTPA

PRIVATE & POSTSECONDARY SCHOOLS

ACCOUNTING/BOOKKEEPING CLERK I

Average time to complete program:	480 hours
Approximate cost to complete program:	\$3685.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This area of clerical specialization focuses on primarily accounting theory and bookkeeping applications. It also includes preparation for combining this specialization with general office skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting/Bookkeeping Clerk	Cashier
Tax Clerk/Real Estate Clerk	General Office positions
Billing Clerk	

ACCOUNTING/BOOKKEEPING CLERK II

Average time to complete program:	300 hours
Approximate cost to complete program:	\$4577.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This area of clerical specialization focuses on primarily accounting theory and bookkeeping applications. It also includes preparation for combining this specialization with general office skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting/Bookkeeping Clerk	Real Estate Clerk
Cashier	General Office positions

PRIVATE & POSTSECONDARY SCHOOLS

ACCOUNTING/BOOKKEEPING & OFFICE BRUSHUP

Average time to complete program:	300 hours
Approximate cost to complete program:	\$2925.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This area of clerical specialization focuses on primarily accounting theory and bookkeeping applications. It also includes preparation for combining this specialization with general office skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Accounting/Bookkeeping Clerk	Real Estate Clerk
Cashier	General Office positions

ADMINISTRATION SECRETARY/OFFICE MANAGER I

Average time to complete program:	360 hours
Approximate cost to complete program:	\$3685.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Students may specialize in a variety of clerically related tracks including supervision, accounting, and medical applications, loan processing and management or additional applications. Each major module (e.g., bookkeeping, office practices, microcomputer) would utilize formats and specific applications consistent with training specialization.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Administrative Secretary	Word Processor
Office Manager	Administrative Assistant
Service occupations	

PRIVATE & POSTSECONDARY SCHOOLS

ADMINISTRATIVE SECRETARY/OFFICE MANAGER II

Average time to complete program:	480 hours
Approximate cost to complete program:	\$4405.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Students may specialize in a variety of clerically related tracks including supervision, accounting, and medical applications, loan processing and management or additional applications. Each major module (e.g., bookkeeping, office practices, microcomputer) would utilize formats and specific applications consistent with training specialization.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Administrative Secretary	Word Processor
Office Manager	Administrative Assistant
Service occupations	

ADMINISTRATIVE SECRETARY/OFFICE MANAGER II

Average time to complete program:	630 hours
Approximate cost to complete program:	\$5680.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Students may specialize in a variety of clerically related tracks including supervision, accounting, and medical applications, loan processing and management or additional applications. Each major module (e.g., bookkeeping, office practices, microcomputer) would utilize formats and specific applications consistent with training specialization.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Administrative Secretary	Word Processor
Office Manager	Administrative Assistant

PRIVATE & POSTSECONDARY SCHOOLS

BASIC/PRE-EMPLOYMENT SKILL UPGRADING/GED

Average time to complete program:	varies	75-100 hours
Approximate cost to complete program:	varies	\$15.00 an hour
Other fees		\$150.00 books and supplies
Open entry/exit:	Yes	
Received upon completion:	Certificate	
Prerequisites (standard):	H.S. Diploma	
Target students:	Adults, Youth	

PROGRAM DESCRIPTION

Training is individualized; courses are provided in small groups and can be offered as a stand alone instructional component or in conjunction with additional training. Instruction techniques include one on one instruction, computer based exercises, self study and supervised assignments.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Brush-up basic skills, upgrade skills, computer literacy, work related assessment and evaluation, verbal communications, world of work preparation, employment test preparation and tutoring, and basic employment knowledge, GED

CUSTOMER SERVICE REPRESENTATIVE

Average time to complete program:	125 hours
Approximate cost to complete program:	\$1500.00 includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Customer service positions generally require some knowledge of the industry, the ability to deal effectively with the public, and basic computer and cash handling skills. Training emphasizes the service skills of industries including skills for a particular cluster, customer service, recordkeeping applications, office machines and relevant computer applications in word-processing or spreadsheets.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Hospitality, Retail, food service and financial services.

PRIVATE & POSTSECONDARY SCHOOLS

DATA ENTRY OFFICE CLERK

Average time to complete program:	480 hours
Approximate cost to complete program:	\$3445.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

This program combines general office skills with data entry batching and practices and is meant for the entry level individual seeking a position focusing on data entry procedures.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Office Clerk, Computer Operator, Data Entry Clerk

GENERAL OFFICE CLERK I (INCLUDES WORD PROCESSING)

Average time to complete program:	480 hours
Approximate cost to complete program:	\$3565.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program focuses on various levels of operations in a General Office format. It helps those students who operate at positions ranging from entry level to secretarial and includes various levels of skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Word Processor
General Office Clerk	Clerk

PRIVATE & POSTSECONDARY SCHOOLS
WORLDWIDE EDUCATIONAL SERVICES OF CA, INC
1620 N. CARPENTER RD STE D-47
MODESTO, CA 95351
(209) 575-1933

GENERAL OFFICE CLERK II (INCLUDES WORD PROCESSING)

Average time to complete program:	610 hours
Approximate cost to complete program:	\$4443.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program focuses on various levels of operations in a General Office format. It helps those students who operate at positions ranging from entry level to secretarial and includes various levels of skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Word Processor
General Office Clerk	Clerk

LEGAL SECRETARIAL TRAINING I

Average time to complete program:	390 hours
Approximate cost to complete program:	\$3640.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

The courses are generally geared toward individuals who have had prior work experience and encourage students to specialize in particular areas, e.g., medical, legal, supervision. They seek to prepare individuals for positions having career mobility and supervision potential. These courses can be combined with microcomputer specialization's for greater emphasis on computer skill acquisition or Network Administration.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Legal Secretary	Title/Real Estate Secretary
Legal Assistant	Legal Office Manager
Secretary	

PRIVATE & POSTSECONDARY SCHOOLS

LEGAL SECRETARIAL TRAINING II

Average time to complete program:	600 hours
Approximate cost to complete program:	\$5425.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

The courses are generally geared toward individuals who have had prior work experience and encourage students to specialize in particular areas, e.g., medical, legal, supervision. They seek to prepare individuals for positions having career mobility and supervision potential. These courses can be combined with Microcomputer Specialization's for greater emphasis on computer skill acquisition or Network Administration.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Legal Secretary	Title/Real Estate Secretary
Legal Assistant	Legal Office Manager
Secretary	

MANAGEMENT SALES & SERVICE - MGMT TRAINEE

Average time to complete program:	300 hours
Approximate cost to complete program:	\$3095.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Management and management track positions generally require knowledge of a particular industry, personnel issues, operations and computer skills. Customer service positions generally require some knowledge of the industry, the ability to deal effectively with the public, and basic computer and cash handling skills. Training emphasizes the service skills of industries including skills for a particular cluster, customer service, recordkeeping applications, office machines and relevant computer applications in word-processing or spreadsheets.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Management trainee, Customer Service Specialist, Office Manager, Retail

PRIVATE & POSTSECONDARY SCHOOLS

MICRO-COMPUTER SKILLS/APPLICATIONS

Average time to complete program:	160 hours
Approximate cost to complete program:	\$2250.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

This course focuses on computer skills acquisition in two major applications for clerically oriented individuals. Electives include word processing, spreadsheets, Windows, DOS, Desktop Publishing, Accounting/Electronic Payroll, dBase, Microsoft Office, etc.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Computer Operator, Terminal Operator

PROFESSIONAL SKILLS/APPLICATIONS

Average time to complete program:	varies 80+
Approximate cost to complete program:	\$13.00 an hour
Other fees	\$125.00 (supplies and books)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

This course is designed for the “professional”/managerial worker or other occupation worker who is in need of exposure to specific computer applications. Students generally choose an application involving Windows, DOS, word processing, spreadsheets, Microsoft Office.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Computer skills for the Non-Clerical occupation

PRIVATE & POSTSECONDARY SCHOOLS
WORLDWIDE EDUCATIONAL SERVICES OF CA, INC
1620 N. CARPENTER RD STE D-47
MODESTO, CA 95351
(209) 575-1933

RECEPTIONIST/CLERK TYPIST/INFORMATION/FRONT DESK

Average time to complete program:	480 hours
Approximate cost to complete program:	\$3445.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program focuses on various levels of operations in a General Office format. It seeks to satisfy the needs of individuals who operate at positions ranging from entry level to secretarial and includes various levels of skills as appropriate.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Receptionist	General Office
Information Clerk	Clerk Typist

SECRETARY/MEDICAL OFFICE/TRANSCRIPTION I

Average time to complete program:	480 hours
Approximate cost to complete program:	\$3685.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Students may specialize in a variety of clerically related tracks including supervision, accounting, and medical appl., loan processing and management or additional applications. Each major module (e.g., bookkeeping, office practices, microcomputer) would utilize formats and specific applications consistent with training specialization.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Office Secretary/Assistant

WORLDWIDE EDUCATIONAL SERVICES OF CA, INC

1620 N. CARPENTER RD STE D-47

MODESTO, CA 95351

(209) 575-1933

SECRETARY/MEDICAL OFFICE/TRANSCRIPTION II

Average time to complete program:	630 hours
Approximate cost to complete program:	\$4735.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

Students may specialize in a variety of clerically related tracks including supervision, accounting, and medical appl., loan processing and management or additional applications. Each major module (e.g., bookkeeping, office practices, microcomputer) would utilize formats and specific applications consistent with training specialization.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Medical Office Secretary/Assistant

SECRETARY/WORD PROCESSOR I

Average time to complete program:	480 hours
Approximate cost to complete program:	\$3685.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults

PROGRAM DESCRIPTION

This program focuses on various levels of operations in a General Office format. It helps those students who operate at positions ranging from entry level to secretarial and includes various levels of skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Clerk
Computer Operator	Receptionist
Correspondence Secretary	

SECRETARY/WORD PROCESSOR II

Average time to complete program:	630 hours
Approximate cost to complete program:	\$4577.00 (includes supplies and texts)
Open entry/exit:	Yes
Received upon completion:	Certificate
Prerequisites (standard):	H.S. Diploma or GED
Target students:	Adults, Youth

PROGRAM DESCRIPTION

This program focuses on various levels of operations in a General Office format. It helps those students who operate at positions ranging from entry level to secretarial and includes various levels of skills.

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS

Secretary	Clerk
Computer Operator	Receptionist
Correspondence Secretary	

REGIONAL OCCUPATIONAL PROGRAMS

REGIONAL OCCUPATIONAL PROGRAMS

**STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900**

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270	AUTOMATIC TRANSMISSION & FRONT WHEEL DRIVE	280	HOME HEALTH AIDE (Certified)
270	BUILDING CONSTRUCTION	281	HOSPITAL HEALTH SERVICES
271	BUSINESS APPLICATIONS OF THE COMPUTER	282	LAW ENFORCEMENT
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276	CUSTODIAL SERVICES	287	RETAIL SALES, MERCHANDISING
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278	EMERGENCY MEDICAL TECHNICIAN, EMT REFRESHER	289	WORD PROCESSING/OFFICE SKILLS

AVAILABLE SERVICES:	SERVICES FOR SPECIAL NEEDS:
<ul style="list-style-type: none"> • Counseling • Placement • Vocational Assessment 	<ul style="list-style-type: none"> • Department of Rehabilitation • GAIN • Special Education • Workability

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

ACCOUNTING, COMPUTER

Site/s: Hughson High School 7419 East Whitmore P.O. Box 99, Hughson CA 95326 (209) 883-0481	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None
Average time to complete program:	2 semesters (Adults, 1 semester)
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

TRAINING PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Accountant Trainee Junior Accountant

AUTO BODY REPAIR

Site/s:	Turlock High School 1574 E. Canal, Rm 202 Turlock CA 95380 (209) 667-0643
Prerequisites (standard):	Metal Technology, General Auto Mechanics, Electronics, Art, Welding (These classes are "recommended" at Turlock HS)
Average time to complete program:	10 to 20 months
Approximate cost to complete program:	\$0 to several hundred, depending on student's personal project
Open entry/exit:	Yes
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School

TRAINING PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Auto Body Repair Auto Body, Truck, Aircraft, Trailer or Boat Painting
Welding & Repair of Sheetmetal

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

AUTO SERVICE TECHNOLOGY (Auto Tune-up & Service Station Repair)
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Site/s: Turlock High School
1574 E. Canal, Rm 202
Turlock CA 95380
(209) 667-0643

Hughson High School
7419 East Whitmore
P.O. Box 99
Hughson CA 95326
(209) 883-0481

Oakdale/Riverbank High Schools
739 West G Street
Oakdale CA 95361
(209) 848-4884

Patterson High School
200 North 7th Street
Patterson CA 95363
(209) 892-7450

(Class is "Automotive I at Hughson High School.)

Prerequisites (standard):

Auto Service Tech I and II (None at Patterson and Turlock High Schools)

Average time to complete program:

Turlock/Patterson, 4 semesters

Hughson/Oakdale/Riverbank, 2 semesters

Approximate cost to complete program:

Adults, shop/supply fee: Turlock \$10.00

Open entry/exit:

Yes (except Hughson)

2+2 Agreement

Turlock yes (Modesto Junior College)

Received upon completion:

Certificate

Target students:

High School, Adults (No adults at Patterson, Oakdale/Riverbank)

TRAINING PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Auto Technician

Fire Shop

Service Station Attendant

Brake Repair

Lube, Apprentice, or Tune-up Mechanic

Tire Installer

Farm Repair

General Auto Maintenance

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

AUTOMATIC TRANSMISSION & FRONT WHEEL DRIVE

Site/s:	Modesto City Schools 1017 Reno Avenue, Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	Automatic Transmission - Rear Wheel
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	No (Fall semester entry only)
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School

**TRAINING PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Auto Technician (varied)

BUILDING CONSTRUCTION

Site/s:	Oakdale/Riverbank High Schools 739 West G Street Oakdale CA 95361 (209) 848-4884	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096 Hughson High School 7419 East Whitmore/P.O. Box 99 Hughson CA 95326 (209) 883-0481
Prerequisites (standard):	Wood Shop or Construction/Woodworking Tech 1-2 at Modesto City Schools	
Average time to complete program:	2 semesters	
Approximate cost to complete program:	No cost to high school students	
Open entry/exit:	Yes at Oakdale/Riverbank	
2+2 Agreement	No	
Received upon completion:	Certificate	
Target students:	High School, Adults	

**TRAINING PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Air Conditioner	Framer	Roofer
Electrician	Painter	Sheet Rocker
Finish/Rough Carpenter	Plumber	

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

BUSINESS APPLICATIONS OF THE COMPUTER

Site/s: Oakdale/Riverbank High Schools 739 West G Street Oakdale CA 95361 (209) 848-4884	Ceres High School 2320 Central Avenue Ceres CA 95307 (209) 538-0150
Turlock High School 1574 East Canal, Room 202 Turlock CA 95380 (209) 667-0643	Patterson High School 200 North 7th Street Patterson CA 95363 (209) 892-7450
Prerequisites (standard):	Keyboarding (Typing skills at 30 wpm) Keyboarding (25 wpm) is “recommended” at Turlock HS
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students Adults: Ceres, \$20; Turlock, \$55 (includes supplies, texts)
Open entry/exit: 2+2 Agreement	Yes (Ceres no) No (Turlock yes - 4 units at Modesto Junior College
Received upon completion:	Certificate
Target students:	High School, Adults

TRAINING PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Any occupation that uses a computer, i.e., Stock Clerk, Store Clerk, Bank Teller	
Clerk/Data Typist	Digital Computer Operator
Computer Operator	General Office positions
Data Entry	Secretarial

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

BUSINESS MANAGEMENT

Site/s:	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School

**TRAINING PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Business Manager (Assistant)

CABINET CONSTRUCTION

Site/s:	Turlock High School 1574 East Canal, Room 202 Turlock CA 95380 (209) 667-0643
Prerequisites (standard):	Beginning Wood Shop
Average time to complete program:	2 semesters
Approximate cost to complete program:	\$10 shop fee, \$6 safety glasses, plus cost of project material
Open entry/exit:	Adults, \$25 ±, depending on personal project
2+2 Agreement	Hughson no; Turlock yes
Received upon completion:	No
Target students:	Certificate (Grade only at Hughson)
	High School, Adults (no adults- Hughson)

**TRAINING PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Cabinet Construction Furniture Construction
Cabinet Shop Worker Wood Construction Worker

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

CERTIFIED NURSING ASSISTANT

Site/s: Oakdale/Riverbank High Schools
739 West G Street
Oakdale CA 95361
(209) 848-4884

Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Turlock High School
1574 E. Canal, Rm 202
Turlock CA 95380
(209) 667-0643

Prerequisites (standard):

Biology, Math, Anatomy/Physiology (Turlock recommends these, but not necessary). TB test and physical exam required at Turlock HS and Oakdale/Riverbank HS. Must be Junior or Senior at Oakdale/Riverbank HS.

Average time to complete program:

2 semesters (Adults, 1 semester)

Approximate cost to complete program:

Turlock \$25 (including supplies/texts), \$30 (uniform); Oakdale/Riverbank \$100 + uniform, shoes, watch; Hepatitis B Series optional; Modesto City Schools, none.

Open entry/exit:

No

2+2 Agreement

No

Received upon completion:

Certificate (Turlock - ready for State exam)

Target students:

High School, Adults

PROGRAM PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Prepares student for State Certification Exam

Skills needed to be Certified Nursing Assistant (CNA)

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

CHILD CARE AIDE

Site/s: Oakdale/Riverbank High Schools 739 West G Street Oakdale CA 95361 (209) 848-4884	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None
Average time to complete program:	2 semesters
Approximate cost to complete program:	None
Open entry/exit:	Yes (Not at Modesto City Schools)
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

TRAINING PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Baby-sitter	Child Care Facility Worker
Child Care Aide	Child Care Profession in College

COMPUTER EQUIPMENT SERVICING

Site/s:	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	Electronics 1-2, Algebra or Math I
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Computer Equipment Repair

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

COMPUTER PROGRAMMING

Site/s:	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	Intro to Computer Programming
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students Adults \$60 (includes supplies, texts)
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

**TRAINING PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Data Entry

COSMETOLOGY

Site/s: Turlock High School 1574 East Canal, Room 202 Turlock CA 95380 (209) 667-0643	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None
Average time to complete program:	1600 hours
Approximate cost to complete program:	Turlock - provide own smock, pants, shoes Modesto, none listed
Open entry/exit:	Turlock yes (limited), Modesto no
2+2 Agreement	No
Received upon completion:	License after passing state certification test
Target students:	High School, Adults (Modesto no adults)

**TRAINING PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Beautician
Hairdresser

Cosmetologist
Manicurist

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

CUSTODIAL SERVICES

Site/s:	Turlock High School 1574 East Canal, Room 202 Turlock CA 95380 (209) 667-0643
Prerequisites (standard):	None
Average time to complete program:	1 semester
Approximate cost to complete program:	None
Open entry/exit:	Yes
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Business Companies	Custodial Service
Janitorial Service Companies	Schools

DRAFTING, COMPUTER ASSISTED

Site/s: Oakdale/Riverbank High Schools 739 West G Street Oakdale CA 95361 (209) 848-4884	Ceres High School 2320 Central Avenue Ceres CA 95307 (209) 538-0150
Prerequisites (standard):	Mechanical Drafting/Drawing, C grade or above
Average time to complete program:	360 hours (2 semesters)
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	Yes at Oakdale/Riverbank
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School (Adults also at Ceres)

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Architectural Drafting Trainee	Engineering & Drafting Trainee	Graphic Arts
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REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

ELECTRICAL TRADES

Site/s: Turlock High School
1574 East Canal, Room 202
Turlock CA 95380
(209) 667-0643

Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Prerequisites (standard):	Electronics 1-2, Algebra or Math I
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	No. Fall semester entry only
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, (Adults, 1 semester-pm class)

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Construction Electrician

ELECTRONIC OCCUPATIONS

Site/s:	Turlock High School 1574 East Canal, Room 202 Turlock CA 95380 (209) 667-0643
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Prerequisites (standard):	Algebra is recommended but not required
Average time to complete program:	90 to 880 hours (depending on objective)
Approximate cost to complete program:	\$50 or less per year
Open entry/exit:	Yes
2+2 Agreement	Yes (Modesto Junior College)
Received upon completion:	Certificate
Target students:	High School

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Audio Visual Repairer	Cable Television Installer or Technician
Communications Electronics Tester	Telephone Repairer/Installer
Electrician Apprentice	Prepares student for further training

REGIONAL OCCUPATIONAL PROGRAMS

**STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900**

EMERGENCY MEDICAL TECHNICIAN, EMT REFRESHER

Site/s:	Ceres High School 2320 Central Avenue Ceres CA 95307 (209) 538-0150
Prerequisites (standard):	None
Average time to complete program:	144 hours (1 semester)
Approximate cost to complete program:	\$92.00 (includes supplies, texts)
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate, State Certified
Target students:	Adults

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Emergency Medical Technician (EMT)

FASHION COORD/SALES, MERCHANDISING

Sites	Turlock High School 1574 E. Canal, Rm 202 Turlock CA 95380 (209) 667-0643	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None	
Average time to complete program:	2 semesters	
Approximate cost to complete program:	No cost to high school students	
Open entry/exit:	Turlock yes; Modesto no	
2+2 Agreement	No	
Received upon completion:	Certificate	
Target students:	High School, Adults (No adults at Turlock)	

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Clothing Sales Clerk Retail Advertiser
Retail Window Dresser

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION

801 COUNTY CENTER THREE COURT

MODESTO, CA 95355

(209) 525-4900

FLORICULTURE

Site/s:	Ceres High School 2320 Central Avenue Ceres CA 95307 (209) 538-0150
Prerequisites (standard):	None
Average time to complete program:	360 hours (2 semesters)
Approximate cost to complete program:	No cost to high school students Adults \$20 (includes supplies, texts)
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

PROGRAM PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Horticulture Worker Landscape Laborer Lawn Service Worker

FOOD SERVICES

Site/s: Turlock High School 1574 E. Canal, Rm 202 Turlock CA 95380 (209) 667-0643	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None
Average time to complete program:	Turlock 4 semesters, Modesto 8 semesters
Approximate cost to complete program:	No cost to high school students Adults \$50.00
Open entry/exit:	Yes
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School (Adults only at Modesto)

PROGRAM PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Bus Boy	Cook's Assistant	Dinner Chef
Fast Food Cook	Fry Cook Prep	Institutional Food
Salad Prep		

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

HOME HEALTH AIDE (Certified)

Site/s:	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	Biology Adults must be concurrently enrolled in CNA
Average time to complete program:	2 semesters (Adults 1 semester)
Approximate cost to complete program:	None
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate/License
Target students:	High School, Adults

PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:
In-Home Health Care

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

HOSPITAL HEALTH SERVICES

Site/s: Oakdale/Riverbank High Schools
739 West G Street
Oakdale CA 95361
(209) 848-4884

Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Turlock High School
1574 E. Canal, Rm 202
Turlock CA 95380
(209) 667-0643

Prerequisites (standard):

Biology, Anatomy/Physiology (recommended at Turlock; none at Oakdale/Riverbank). TB test and physical exam required at Turlock HS and Oakdale/Riverbank HS. Must be Junior or Senior at Oakdale/Riverbank HS

Average time to complete program:

2 semesters

Approximate cost to complete program:

Turlock \$25 + \$30 (uniform); Oakdale/Riverbank \$20 (physical exam), Hepatitis B Series optional; none at Modesto

Open entry/exit:

No. (Yes at Oakdale/Riverbank)

2+2 Agreement

No

Received upon completion:

Certificate

Target students:

High School, Adults (No adults at Modesto or Oakdale/Riverbank)

PROGRAM PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Various occupations within an acute care hospital---lab, pharmacy, medical records, dietary, admitting, physical therapy assistant; operating room, laundry clerk, floor clerk, etc. (Nursing Assistant at Oakdale/Riverbank)

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

LAW ENFORCEMENT

Site/s: Ceres High School
2320 Central Avenue
Ceres CA 95307
(209) 538-0150

Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Prerequisites (standard):	None
Average time to complete program:	360 hours (2 semesters)
Approximate cost to complete program:	No cost to high school students Adults \$20-25 (includes supplies, texts)
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Law Enforcement Positions	Security Officer
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METAL FABRICATION

Site/s:	Turlock High School 1574 E. Canal, Rm 202 Turlock CA 95380 (209) 667-0643
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Prerequisites (standard):	Metal Tech 1-8, 1 year; Ag Mech, 1 year
Average time to complete program:	4 semesters
Approximate cost to complete program:	None
Open entry/exit:	Yes
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Machine Shop Operator	Sheet Metal	Welding
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REGIONAL OCCUPATIONAL PROGRAMS

**STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900**

MOTORCYCLE/SMALL ENGINE REPAIR

Site/s:	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
Prerequisites (standard):	None
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Repair Lawnmowers	Repair Small Motorscooters
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NEWSPAPER PRODUCTION/DESKTOP PUBLISHING

Site/s:	Ceres High School 2320 Central Avenue Ceres CA 95307 (209) 538-0150
Prerequisites (standard):	None
Average time to complete program:	360 hours (2 semesters)
Approximate cost to complete program:	No cost to high school students Adults \$20 (includes supplies, texts)
Open entry/exit:	Yes
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Newspaper Worker Trainee

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

NURSERY/LANDSCAPE

Site/s: Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Ceres High School
2320 Central Avenue
Ceres CA 95307
(209) 538-0150

Hughson High School
7419 East Whitmore
P.O. Box 99
Hughson CA 95326
(209) 883-0481

Prerequisites (standard):	None
Average time to complete program:	360 hours (2 semesters)
Approximate cost to complete program:	None
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Horticulture Worker	Landscape Laborer	Lawn-Service Worker
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REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

OFFICE OCCUPATIONS

Site/s: Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Turlock High School
1574 East Canal, Room 202
Turlock CA 95380
(209) 667-0643

Prerequisites (standard):

Typing skills at 30 wpm (Hughson, Oakdale/Riverbank, none; recommended at Turlock)

Average time to complete program:

2 semesters; Turlock 4 to 10 months

Approximate cost to complete program:

None for high school students. Adults \$55 (includes supplies & texts). Turlock, \$\$ varies with area of study

Open entry/exit:

Yes (Hughson no)

2+2 Agreement

Turlock yes (Modesto Jr College)

Received upon completion:

Certificate (Grade only at Hughson)

Target students:

High School, Adults

PROGRAM PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Banking

Medical, Legal, Insurance or General Office

Clerk-typist

Medical Office Assistant only at Oakdale/Riverbank

Receptionist

Office Assistant and Medical Transcription at Turlock HS

Secretary

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

PHOTOGRAPHY

Site/s:	Hughson High School 7419 East Whitmore Hughson CA 95326 (209) 883-0481
Prerequisites (standard):	None
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students (except for personal projects) Adults, \$25 (includes supplies, texts)
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate (Grade only at Hughson)
Target students:	High School, Adults (Hughson no adults)

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Dark-Room Assistant	Photographer
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PRINTING AND GRAPHIC ARTS

Site/s:	Hughson High School 7419 East Whitmore Hughson CA 95326 (209) 883-0481
Prerequisites (standard):	None
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students (except for personal projects)
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate (grade only at Hughson)
Target students:	High School

PROGRAM PREPARES STUDENTS FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Basic Computer Operation	Camera Ready Production	Design, Layout
PMT Camera and Film Work	Print Shop Worker	Printer's Helper
Printing Assistant	Silk-screen Printing	

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

RETAIL SALES, MERCHANDISING

Site/s: Turlock High School
1574 East Canal, Room 202
Turlock CA 95380
(209) 667-0643

Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Prerequisites (standard):	None
Average time to complete program:	Turlock 4 months; Modesto 2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	Turlock yes; Modesto no
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults (Turlock no adults)

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Cashier/Checker	Catalog/Credit Clerk	Grocery Courtesy Clerk
Retail Sales Clerk	Visual Merchandising	

TEACHER AIDE TRAINING

Site/s:	Modesto City Schools 1017 Reno Avenue Modesto CA 95351 (209) 576-4096
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Prerequisites (standard):	None
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	Hughson yes; Modesto no
2+2 Agreement	No
Received upon completion:	Certificate and grade
Target students:	High School, Adults

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**

Aide in Child Care Facility	Teacher's Aide in School Setting
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REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION 801 COUNTY CENTER THREE COURT MODESTO, CA 95355 (209) 525-4900

WELDING, AG EQUIPMENT CONSTRUCTION

Site/s: Oakdale/Riverbank High Schools 739 West G Street Oakdale CA 95361 (209) 848-4884	Hughson High School 7419 East Whitmore Hughson CA 95326 (209) 883-0481
Prerequisites (standard):	Hughson: none; Oakdale/Riverbank: Basic and Advanced Ag Mechanics
Average time to complete program:	2 semesters
Approximate cost to complete program:	No cost to high school students
Open entry/exit:	Oakdale/Riverbank yes; Hughson no
2+2 Agreement	No
Received upon completion:	Certificate (Grade only at Hughson)
Target students:	High School

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Welder Welder Trainee

WELDING, VOCATIONAL AG

Site/s:	Turlock High School 1574 E. Canal, Room 202 Turlock CA 95380 (209) 667-0643
Prerequisites (standard):	Agriculture Mechanics, Agriculture Welding
Average time to complete program:	4 semesters
Approximate cost to complete program:	\$10/year Adults, \$25 to ?? depending on personal project
Open entry/exit:	No
2+2 Agreement	No
Received upon completion:	Certificate
Target students:	High School, Adults

**PROGRAM PREPARES STUDENTS
FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:**
Metal Fabrications Welding

REGIONAL OCCUPATIONAL PROGRAMS

STANISLAUS COUNTY DEPARTMENT OF EDUCATION
801 COUNTY CENTER THREE COURT
MODESTO, CA 95355
(209) 525-4900

WORD PROCESSING/OFFICE SKILLS

Sites: Turlock High School
1574 E. Canal, Room 202
Turlock CA 95380
(209) 667-0643

Modesto City Schools
1017 Reno Avenue
Modesto CA 95351
(209) 576-4096

Prerequisites (standard):

Typing

Average time to complete program:

2 semesters

Approximate cost to complete program:

No cost to high school students

Adults \$60

Open entry/exit:

No

2+2 Agreement

No

Received upon completion:

Certificate

Target students:

High School, Adults

PROGRAM PREPARES STUDENTS

FOR THE FOLLOWING ENTRY LEVEL OCCUPATIONS:

Office Clerk

Word Processor

APPENDIX A

APPENDIX B

**1990 CENSUS OF POPULATION AND HOUSING EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILE
SUMMARY OCCUPATIONAL GROUPS**

Occupational Group	Sex	Total	White	Black	Hispanic	Asian and	Native	Other	Total
			Non	Non	(All Races)	Pacific	American	Races	
			Hispanic	Hispanic		Islander	Not	Not	Minority
						Not Hisp.	Hispanic	Hispanic	
Executive, Administrative, and Managerial Occupations	Total	15,396	13,234	214	1,378	417	152	0	2,162
	%	100.00%	85.96%	1.39%	8.95%	2.71%	0.99%	0.00%	14.04%
	Male	8,771	7,543	127	771	248	82	0	1,228
	%	56.97%	86.00%	1.45%	8.79%	2.83%	0.93%	0.00%	14.00%
	Female	6,625	5,691	87	607	169	71	0	934
Professional Specialty Occup	%	43.03%	85.90%	1.31%	9.16%	2.55%	1.07%	0.00%	14.10%
	Total	16,771	14,307	230	1,550	565	119	0	2,464
	%	100.00%	85.31%	1.37%	9.24%	3.37%	0.71%	0.00%	14.69%
	Male	7,367	6,254	95	642	277	99	0	1,113
	%	43.93%	84.89%	1.29%	8.71%	3.76%	1.34%	0.00%	15.11%
Technicians and Related Support Occupations	Female	9,404	8,054	135	907	288	20	0	1,350
	%	56.07%	85.64%	1.44%	9.64%	3.06%	0.21%	0.00%	14.36%
	Total	4,977	3,995	70	671	219	22	0	982
	%	100.00%	80.27%	1.41%	13.48%	4.40%	0.44%	0.00%	19.73%
	Male	2,549	2,010	37	344	151	7	0	539
Sales Occupations	%	51.22%	78.85%	1.45%	13.50%	5.92%	0.27%	0.00%	21.15%
	Female	2,428	1,985	33	327	68	15	0	443
	%	48.78%	81.75%	1.36%	13.47%	2.80%	0.62%	0.00%	18.25%
	Total	18,987	15,858	144	2,265	570	133	17	3,129
	%	100.00%	83.52%	0.76%	11.93%	3.00%	0.70%	0.09%	16.48%
Administrative Support Occupations	Male	9,884	8,373	82	1,038	327	53	11	1,511
	%	52.06%	84.71%	0.83%	10.50%	3.31%	0.54%	0.11%	15.29%
	Female	9,103	7,485	62	1,227	243	80	6	1,618
	%	47.94%	82.23%	0.68%	13.48%	2.67%	0.88%	0.07%	17.77%
	Total	23,199	18,411	376	3,324	782	267	39	4,788
Private Household Occupations	%	100.00%	79.36%	1.62%	14.33%	3.37%	1.15%	0.17%	20.64%
	Male	4,392	3,257	84	699	283	69	0	1,135
	%	18.93%	74.16%	1.91%	15.92%	6.44%	1.57%	0.00%	25.84%
	Female	18,807	15,155	292	2,625	498	197	39	3,652
	%	81.07%	80.58%	1.55%	13.96%	2.65%	1.05%	0.21%	19.42%
Protective Services Occupations	Total	804	600	8	167	25	4	0	204
	%	100.00%	74.63%	1.00%	20.77%	3.11%	0.50%	0.00%	25.37%
	Male	24	17	0	0	7	0	0	7
	%	2.99%	70.82%	0.00%	0.00%	29.16%	0.00%	0.00%	29.16%
	Female	780	583	8	167	18	4	0	197
Services Occupations, Except Protective and Household	%	97.01%	74.74%	1.03%	21.41%	2.31%	0.51%	0.00%	0.2526
	Total	2755	2,191	87	351	74	52	0	564
	%	100.00%	79.53%	3.16%	12.74%	2.69%	1.89%	0.00%	20.47%
	Male	2,358	1,897	53	301	59	48	0	461
	%	85.59%	80.45%	2.25%	12.77%	2.50%	2.04%	0.00%	19.55%
Farming, Forestry, and Fishing Occupations	Female	397	294	34	50	15	4	0	103
	%	14.41%	74.05%	8.56%	12.59%	3.78%	1.01%	0.00%	25.94%
	Total	17131	12,088	284	3,808	767	159	22	5,043
	%	100.00%	70.56%	1.66%	22.23%	4.48%	0.93%	0.13%	29.44%
	Male	6,170	3,718	119	1,895	369	55	14	2,452
Precision Production, Craft, and Repair Occupations	%	36.02%	60.26%	1.93%	30.71%	5.98%	0.89%	0.23%	39.74%
	Female	10,961	8,370	166	1,914	398	105	9	2,591
	%	63.98%	76.36%	1.51%	17.46%	3.63%	0.96%	0.08%	23.64%
	Total	11,380	5,163	38	5,794	292	79	16	6,217
	%	100.00%	45.37%	0.33%	50.91%	2.57%	0.69%	0.14%	54.63%
Machine Operators, Assemblers, and Repair Occupations	Male	9,095	4,282	37	4,489	219	52	16	4,813
	%	79.92%	47.08%	0.41%	49.36%	2.41%	0.57%	0.18%	52.92%
	Female	2,285	881	0	1,305	73	26	0	1,404
	%	20.08%	38.56%	0.00%	57.11%	3.19%	1.14%	0.00%	61.44%
	Total	22,898	17,680	202	4,241	442	316	18	5,218
Transportation and Material Moving	%	100.00%	77.21%	0.88%	18.52%	1.93%	1.38%	0.08%	22.79%
	Male	20,992	16,498	178	3,669	321	306	19	4,494
	%	91.68%	78.59%	0.85%	17.48%	1.53%	1.46%	0.09%	21.41%
	Female	1,906	1,183	22	572	121	8	0	723
	%	8.32%	62.07%	1.15%	30.01%	6.35%	0.42%	0.00%	37.93%
Handlers, Equip. Cleaners, Helpers, & Laborers	Total	13,801	7,684	150	5,164	672	109	19	6,117
	%	100.00%	55.68%	1.09%	37.42%	4.87%	0.79%	0.14%	44.32%
	Male	8,039	5,102	93	2,403	351	82	8	2,937
	%	58.25%	63.47%	1.16%	29.89%	4.37%	1.02%	0.10%	36.53%
	Female	5,762	2,582	58	2,762	321	27	12	3,180
Unemployed, No Recent Civilian Work Experience	%	41.75%	44.81%	1.01%	47.93%	5.57%	0.47%	0.21%	55.19%
	Total	9,473	6,896	141	2,127	129	152	28	2,577
	%	100.00%	72.80%	1.49%	22.45%	1.36%	1.60%	0.30%	27.20%
	Male	8,472	6,138	109	1,939	118	140	28	2,334
	%	89.43%	72.45%	1.29%	22.89%	1.39%	1.65%	0.33%	27.55%
Codes: 803-859	Female	1,001	758	32	188	11	12	0	243
	%	10.57%	75.72%	3.20%	18.78%	1.10%	1.20%	0.00%	24.28%
	Total	8,907	5,284	186	3,052	260	82	43	3,623
	%	100.00%	59.32%	2.09%	34.27%	2.92%	0.92%	0.48%	40.68%
	Male	6,905	4,124	166	2,347	183	55	30	2,781
Codes: 863-889	%	77.52%	59.72%	2.40%	33.99%	2.65%	0.80%	0.43%	40.28%
	Female	2,002	1,160	20	705	77	27	13	842
	%	22.48%	57.94%	1.00%	35.21%	3.85%	1.35%	0.65%	42.06%
	Total	1,331	792	48	344	125	13	9	539
	%	100.00%	59.50%	3.61%	25.85%	9.39%	0.98%	0.68%	40.50%
Codes: 000	Male	564	322	26	161	55	0	0	242
	%	42.37%	57.09%	4.61%	28.55%	9.75%	0.00%	0.00%	42.91%
	Female	767	470	22	183	70	13	9	297
	%	57.63%	61.28%	2.87%	23.86%	9.13%	1.69%	1.17%	38.72%

NON TRADITIONAL OCCUPATIONS FOR WOMEN

OES CODE	OCCUPATION	YR	STAN CO MED ENTRY WAGE		PROJECTED # EMPLOYEES *	
			NON U	UNION	1993	2000
1 130140	ADMINISTRATIVE SERVICES MANAGERS				180	190
2 853050	AUTOMOTIVE BODY, RELATED REPAIRERS	96	6.50		160	180
3 853020	AUTOMOTIVE MECHANICS	94	7.00		830	930
4 853110	BUS AND TRUCK MECHANICS	93	6.94	11.26	250	280
5 650230	BUTCHERS	96	5.00	7.00	260	230
6 893110	CABINET MAKER & BENCH CARPENTERS				170	200
7 871020	CARPENTERS	93	7.50	8.21	970	1,020
8 876020	CARPET INSTALLERS	91	5.00		60	70
9 219020	COST ESTIMATORS				240	270
10 221260	ELECT AND ELECTRONIC ENGINEERS				80	90
11 225050	ELECTRICAL & ELECTRONIC ENGINEERING TECH	93	6.98		130	140
12 872020	ELECTRICIANS	94	6.50	10.59	480	510
13 325080	EMERGENCY MEDICAL TECHNICIANS	91	7.00		370	410
14 853210	FARM EQUIPMENT MECHANICS				80	90
15 130020	FINANCIAL MANAGERS				900	930
16 810020	FIRST LINE SUP/MGRS-MECH, REPAIRERS				450	480
17 987990	FREIGHT, MATERIAL MOVERS-HAND				990	1,200
18 790140	GARDENERS, GROUNDSKEEPERS-EX FARM	94	6.00	8.26	600	760
19 630470	GUARDS AND WATCHGUARDS	95	5.50	8.67	630	730
20 983120	HELPERS-CARPENTERS AND RELATED				180	180
21 983140	HELPERS-PAINTERS AND RELATED				40	40
22 983150	HELPERS-PLUMBERS AND RELATED				70	80
23 859020	HVAC				230	240
24 979470	INDUSTRIAL TRUCK, TRACTOR OPERATORS	96	7.65	14.98	1,180	1,300
25 851190	MACHINERY MAINTENANCE MECHANICS	94	9.00	10.59	1,220	1,300
26 891080	MACHINISTS	94	6.00		340	360
27 851320	MAINTENANCE REPAIRERS, GENL UTILITY	96	7.00	10.58	1,100	1,210
28 939380	MEAT, POULTRY, FISH CUTTERS--HAND	96	5.00	5.00	1,080	1,270
29 853140	MOBILE HEAVY EQUIP MECH-EX ENGINE				100	110
30 979560	OPERATING ENGINEERS				150	150
31 874020	PAINTERS, PAPERHANGERS - CONSTR				390	430
32 670080	PEST CONTROLLERS	96	6.90		70	80
33 875020	PLUMBERS, PIPEFITTERS, STEAMFITTERS	95	7.50		310	310
34 830050	PROD INSPECTORS, TESTERS, & GRADERS	96	8.00	7.57	590	640
35 490140	SALESPERSONS - PARTS	93	6.00		360	410
36 490080	SALES REPRESENTATIVES (EXC SCI)	94	8.72		1,390	1,500
37 891320	SHEET METAL WORKERS	92	5.89		260	310
38 580230	STOCK CLERKS--STOCKROOM, WAREHOUSE	94	7.30	7.27	610	630
39 580280	TRAFFIC, SHIPPING, RECEIVING CLERKS	94	6.50	5.00	660	830
40 971020	TRUCK DRIVERS, HEAVY	94	7.50	12.91	1,910	2,260
41 971050	TRUCK DRIVERS, LIGHT	96	6.50		1,170	1,410
42 939140	WELDERS AND CUTTERS	92	6.50		210	230

* OCCUPATIONS WITH EMPLOYMENT OF => 50

STANISLAUS COUNTY

SUMMARY SURVEYED OCCUPATIONS 1993-1996

YEAR	OCCUPATIONAL TITLE	WAGE RANGE									BENEFITS FULL-TIME EMPLOYEE
		NEW HIRES NO EXPERIENCE			NEW HIRES EXPERIENCE			3+ YEARS WITH FIRM			
		LOW	HIGH	MED	LOW	HIGH	MED	LOW	HIGH	MED	
95	Accountants & Auditors	8.75	24.75	10.53	9.50	24.75	11.88	12.00	28.75	15.74	MDVLSPRC
96	Assemblers & Fabricators	5.00	9.50	5.50	6.00	15.00	9.00	8.50	16.50	10.31	MDLSPR
96	Automotive Body & Related Repairers	5.00	10.00	6.50	7.00	15.00	10.00	10.00	18.00	15.00	MDVLSPR
94	Automotive Mechanics	4.50	12.00	7.00	6.00	16.00	11.63	7.00	20.00	15.00	MDSPR
95	Bakers	4.50	7.00	5.00	6.00	8.00	7.00	7.00	14.00	8.00	MDVLSPRC
94	Bookkeeping, Accounting, & Audit Clks	5.00	11.00	7.00	6.00	16.00	9.95	7.50	19.25	12.30	MDSPR
93	Bus & Truck Mech & Diesel Engine Sp	6.50	10.00	6.94	8.00	10.50	9.50	10.50	12.50	11.81	MDVLSPR
95	Bus Drivers, School	8.00	9.75	8.83	8.25	10.25	9.22	8.50	11.25	9.83	MDVLSPR
96	Butchers and Meat Cutters	4.25	10.00	5.00	5.00	12.00	5.50	6.50	17.75	10.00	MDVLSPRC
93	Carpenters	5.00	12.00	7.50	7.00	19.25	11.50	11.00	21.00	15.00	MDVLPR
95	Child Care Workers	4.25	6.00	4.50	4.25	6.00	5.00	4.50	7.50	6.00	MDVLSPRC
93	Computer Operators	6.00	12.00	7.50	6.50	12.00	8.41	7.50	15.00	10.00	MDVLSPR
94	Computer Programmers & Aides	n/a	n/a	n/a	13.75	21.25	17.44	15.00	24.50	23.26	MDSPR
94	Cooks, Restaurant	4.25	7.25	5.00	4.50	10.00	7.00	7.00	17.00	8.00	MDSPR
95	Corrections Officers & Jailers	14.89	14.89	14.89	14.89	14.89	14.89	16.42	16.42	16.42	MDVLSPR
95	Counter & Rental Clerks	4.25	5.75	4.75	4.25	7.00	5.00	4.25	8.25	6.00	MDVLSPR
94	Dairy Processing Equipment Operators	10.75	13.00	12.40	10.75	13.00	12.02	11.50	16.00	14.20	MDLSPR
94	Data Processing Equipment Repairers	5.00	14.00	8.14	7.50	15.00	10.03	10.00	20.00	10.76	MDSPR
94	Dental Assistants	4.50	9.75	7.00	6.00	13.50	9.00	8.00	15.50	11.63	MDSPR
95	Dental Hygienists	25.00	31.25	30.00	25.00	40.00	30.00	30.00	40.00	34.25	MDLSPRC
96	Driver/ Sales Workers	4.25	7.00	5.00	5.00	10.00	9.00	6.00	12.00	10.36	MDVLSPR
93	Electrical & Electronic Eng Tech & T.	4.25	14.00	6.98	8.00	14.00	10.00	10.00	17.00	13.37	MDVLSPR
94	Electricians	4.25	10.00	6.50	7.00	15.00	12.00	10.00	20.00	14.00	MDSPR
95	Emergency Medical Technicians - I	6.00	7.00	6.00	6.00	7.00	6.00	6.75	8.00	7.40	MDVLSPRC
95	Emergency Medical Tech - Paramedic	7.50	7.50	7.50	8.50	9.00	8.75	9.50	11.00	9.50	MDVLSPRC
96	Floral Designers	4.25	5.75	4.75	5.25	7.00	6.00	5.00	8.75	7.00	MLP
96	Food Preparation Worker	4.25	7.00	5.00	4.25	7.25	5.50	4.75	9.00	7.00	MDVLSPR
95	Food Service Managers	4.25	19.25	7.64	4.25	21.50	7.08	5.00	26.00	8.83	MDVLSPRC
94	Gardeners & Groundskeepers	5.00	8.25	6.00	6.00	8.75	6.63	6.75	10.00	8.25	MDSPR
94	General Farm Workers	4.25	7.25	4.95	4.25	8.00	5.40	4.25	9.25	7.50	MDLSP
96	General Office Clerks	4.25	14.50	5.50	4.75	14.75	7.00	6.25	15.75	9.00	MDVLSPRC
95	Guards & Watchguards	4.25	8.75	5.50	4.50	9.25	5.50	4.50	14.00	5.58	MDVLSPR
96	Hairdressers, Hairstylists, & Cosm.	4.25	10.00	5.00	5.00	12.00	5.50	6.50	17.50	10.00	MDLPR
96	Hand Packers and Packagers	4.25	7.00	4.75	4.25	8.00	5.50	4.50	12.00	6.50	MDLSPR
96	Hazmat	7.50	8.00	7.75	4.75	20.00	9.25	10.00	22.00	11.75	MDVLSP
96	Home Health Care Worker	4.50	7.50	5.89	4.50	7.50	6.25	6.00	11.00	7.30	MDVLSPRC

When an occupation has been surveyed more than one year, only the most recent survey is reported in this publication.

STANISLAUS COUNTY

SUMMARY SURVEYED OCCUPATIONS 1993-1996

Yr OCCUPATIONAL TITLE	WAGE RANGE									BENEFITS FULL-TIME EMPLOYEE
	NEW HIRES NO EXPERIENCE			NEW HIRES EXPERIENCE			3+ YEARS WITH FIRM			
	LOW	HIGH	MED	LOW	HIGH	MED	LOW	HIGH	MED	
95 Human Service Workers	5.50	11.50	8.00	5.50	12.50	8.63	7.50	15.75	9.89	MDVLSPRC
96 Industrial Truck and Tractor Operators	6.00	11.00	7.65	7.00	20.00	9.00	8.00	20.00	12.00	MDVLSPR
95 Instructional Aides	5.50	6.00	5.57	5.00	6.75	5.57	5.25	8.00	6.00	MDVLSPR
93 Insurance Claims Clerks	4.25	8.50	6.03	6.00	8.50	7.00	6.50	8.50	7.00	MDVLSPR
94 Janitors & Cleaners	4.25	9.50	5.00	5.00	10.50	6.25	6.50	11.50	6.50	MDSPR
96 LAN/WAN (Local/ Wide Area)	12.00	52.75	14.24	15.00	65.25	21.58	18.25	73.75	26.37	MDVLSPRC
94 Legal Secretaries	6.00	11.75	6.69	8.25	14.50	10.00	10.00	14.50	12.24	MDSPR
94 Licensed Vocational Nurses	8.00	13.25	9.51	9.25	14.00	12.00	10.75	16.00	14.13	MDSPR
94 Machinery Maintenance Mechanics	9.00	14.50	9.00	10.00	15.00	12.99	10.00	15.50	13.00	MDSPR
94 Machinists	4.25	8.50	6.00	6.00	13.00	9.25	10.00	15.00	12.25	MDSPR
96 Maintenance Repairers, Gen. Utility	5.00	8.50	7.00	6.50	15.00	8.50	7.00	18.00	11.00	MDVLSPR
96 Meat, Poultry, & Fish Cutters & Trimmer	5.00	5.00	5.00	6.00	6.00	6.00	10.00	10.00	10.00	MDLSPR
94 Medical Assistants	5.00	7.50	6.50	6.00	9.00	7.23	7.00	11.00	8.25	MDSPR
95 Medical & Clinical Lab Assistants	5.00	8.50	7.59	6.00	9.75	8.00	7.00	11.25	9.55	MDVLSPR
96 Medical & Clinical Lab Technologists	5.50	18.00	14.83	7.50	19.00	16.78	8.75	20.75	17.66	MDVLSPR
95 Medical Transcriber	5.75	9.00	7.50	7.00	12.00	10.00	8.50	17.00	11.43	MDVLSPR
94 Nurse Aides	5.00	7.00	6.00	5.50	7.50	6.18	6.25	8.25	7.04	MDSPR
95 Packaging & Filling Machine Operators	4.50	9.50	5.50	5.00	9.50	6.00	7.00	11.50	8.00	MDVLSPR
94 Paralegal Personnel	6.50	10.50	9.59	8.75	13.25	12.21	11.75	15.75	14.39	MDSPR
96 Pest Controllers and Assistants	5.75	12.75	6.90	6.50	15.75	8.63	6.75	17.75	8.63	MDVLSPR
95 Pharmacy Technicians	4.25	10.50	6.25	5.50	10.50	8.00	7.50	15.00	10.00	MDVLSPR
95 Plumbers, Pipefitters, Steamfitters	5.50	12.00	7.50	5.00	16.00	9.50	8.00	18.00	12.25	MDVLSPR
96 Production Inspectors, Testers, Graders	4.25	14.50	8.00	6.00	14.50	8.00	7.00	24.00	10.00	MDVLSPR
94 Receptionists & Information Clerks	5.00	8.50	6.00	6.00	9.50	6.88	6.75	10.50	8.00	MDSPR
95 Registered Nurses	11.70	18.00	15.54	12.50	20.00	16.63	14.00	24.00	19.09	MDVLSPR
93 Salespersons-Parts	4.25	11.25	6.00	4.75	13.50	8.00	5.00	15.00	10.00	MDVLSPR
94 Salespersons-Retail	4.25	7.00	5.00	4.50	7.00	5.38	6.00	13.00	7.00	MDSPR
94 Sales Representatives	4.25	14.75	8.72	5.00	18.50	11.62	6.50	19.50	14.53	MDSPR
94 Secretaries, General	5.00	10.00	7.50	6.00	11.00	8.32	9.50	12.25	10.47	MDSPR
94 Stock Clrks-Stockrm, Warehouse, Yrd	5.00	8.25	7.30	5.50	11.75	8.00	8.00	17.50	9.89	MDSPR
96 Teachers, Special Education	12.47	19.15	13.70	14.25	22.82	18.70	15.34	25.06	21.92	MDVLSPR
94 Traffic, Shipping, & Receiving Clerks	5.00	8.75	6.50	6.50	9.25	7.00	7.25	13.00	9.65	MDSPR
94 Truck Drivers - Heavy or Tractor Trailer	4.25	9.00	7.50	4.25	13.75	9.50	9.25	14.25	12.50	MDSPR
96 Truck Drivers,Light, Inc Delivery&Route	4.75	8.00	6.50	4.75	9.00	8.00	5.00	12.00	9.00	MDVLSPR
95 Typists, Including Word Processing	6.00	10.25	7.74	7.00	12.00	9.48	7.75	14.75	10.21	MDVLSPRC

M - Medical Insurance **S** - Sick Leave
D - Dental Insurance **P** - Paid Vacation
V - Vision Insurance **R** - Retirement Plans
L - Life Insurance **C** - Child Care

CCOIS LOCAL PARTNER CONTACT LIST

COUNTY/AREA	AGENCY	CONTACT	PHONE	FAX
Alameda County	Alameda County Economic Development	Dan Regan Toni McElroy	(510) 272-3871 (510) 208-7363 x510	(510) 839-3766
Butte	Private Industry Council of Butte County	Art Robinson	(916) 538-7301	(916) 534-6897
Contra Costa	Contra Costa County Private Industry Council	Tracy Brown	(510) 646-5023	(510) 646-5517
Fresno	Fresno Career Development Center	Jeff Jones Special Project Manager	(209) 499-3703	(209) 497-7872
Golden Sierra Alpine, El Dorado Nevada, Placer, Sierra	Golden Sierra Job Training Agency	Tom Medley	(916) 265-3201	(916) 265-5297
Humbolt	Humbolt County Employment Training Department	Steve Hughes	(707) 441-4634 ATSS:8/538-6203	(707) 445-6228
Imperial	Private Industry Council of Imperial County, Inc.	Tracy Bendix	(619) 353-5050	(619) 353-6594
Kern/Inyo/Mono	Employer's Training Resource	Bob Malouf	(805) 336-6961	(805) 336-6858
Kings	Job Training Office, Kings County Government Center	Sarah Knudson	(209) 582-9213	(209) 582-8947
Los Angeles	Los Angeles County/DCSCS/ Private Industry Council	Michael Arredondo	(213) 351-6622 (213) 738-3175 vm	(213) 380-8275
Madera	Madera County Department of Education, Employment and Training	Gail Rudolph	(209) 673-7031	(209) 673-5569
Marin	Marin County - CCOIS	Martin Esmael	(916) 262-2308	(916) 262-2351
Merced	Merced County Private Industry Training Department	David Cramer	(209) 385-7326 (209) 385-7317 (209) 385-7324	(209) 722-3776
Monterey	Monterey County Private Industry Council	Phil Livingston	(408) 755-5429	(408) 755-5054
Mother Lode Amador, Calaveras, Mariposa, Tuolumne	Mother Lode Job Training	Maria Robinson	(209) 532-2820	(209) 533-1079
Napa	Napa County Training & Employment Center	Carrie Burns Dave Johnson - Coordinator	(707) 253-4291	(707) 263-4895

CCOIS LOCAL PARTNER CONTACT LIST

COUNTY/AREA	AGENCY	CONTACT PERSON	PHONE	FAX
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North Central Colusa, Glenn, Lake, Sutter, Yuba	North Central Counties Consortium	Donna Hodge	(707) 262-3408 (707) 263-0630	(707) 263-0920
Northern Counties Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Trinity	Northern Counties - CCOIS	Brenda Veronie	(916) 262-2217	(916) 262-2351
Orange	Orange County Private Industry Council	Thomas Cripps	(714) 834-7146	(714) 834-7132
Riverside	Riverside County EDA Job Training	Mark Davis Linyen Leypon Javier Rodriguez	(909) 275-3081 (909) 275-1029 (909) 275-3171	(909) 275-3131
Sacramento/Yolo	Yolo County Community Partnership Agency	Alex Laiewski Jim Cassio, Occupational Research Group	(916) 737-7580 (916) 984-9615	(916) 661-2925
San Benito	San Benito County Private Industry Council Office	Laura Schipper	(408) 637-9293	(408) 637-0996
San Bernardino	County of San Bernardino Jobs & Employment Services Department	Panda Harris Steve Everett	(909) 422-0488	(909) 422-0309
San Diego	San Diego Consortium & Private Industry Council	Gary Moss	(619) 238-1445 ext 283	(619) 238-6063
San Francisco	Private Industry Council of San Francisco	Robert Blanchard	(415) 931-7460	(415) 931-7460
San Joaquin	Employment & Economic Development Department	Mechele Hayes	(209) 468-3656	(209) 474-5605
San Luis Obispo	Private Industry Council of San Luis Obispo	Leslie Brown	(805) 781-2216	(805) 541-4117
San Mateo	County of San Mateo Job Training & Economic Development Division	Isaiah Vi	(415) 802-5194	(415) 802-5173
Santa Barbara	Santa Barbara County Job Training Network	Francis Romero	(805) 346-7698	(805) 346-7651
Santa Clara (NOVA)	City of Sunnyvale, NOVA Private Industry Council	Jasmine Khosravian Ismael Tapia	(408) 730-7526	(408) 730-7643

CCOIS LOCAL PARTNER CONTACT LIST

COUNTY/AREA	AGENCY	CONTACT PERSON	PHONE	FAX
Santa Cruz	County of Santa Cruz	Alan Knox	(408) 454-4598	(408) 454-4651

Human Resources Agency

Shasta	Shasta County Private Industry Council	Paul Shelton	(916) 245-1584	(916) 225-2206
Solano	Private Industry Council of Solano County	Paulette Cathey	(707) 864-3376 ext 507	(707) 864-3386
Sonoma	Sonoma County PIC/Job Training Office	Al Redwine	(707) 524-5560	(707) 547-5555
Stanislaus	Private Industry Council of Stanislaus County	Sandra Waddle	(209) 558-2109	(209) 558-2164
Tulare	Tulare County Private Industry Council	Jeanie Ynclan	(209) 737-4246	(209) 737-4252
Ventura	County of Ventura Workforce Development Division - JTPA	Theresa Krumhauer	(805) 988-3686	(805) 981-8215

The CCOIS is administered at the state level by the Labor Market Division of the California Employment Development Department (EDD/LMID). For more information contact the CCOIS Group at (916) 262-2353.

The California Occupational Information Coordinating Committee, comprised of representatives from nine state agencies, provides policy advice to EDD in the operation of CCOIS. Their number is (916) 323-6544.

The source of the above information is EDD/LMID, and is current as of September 30, 1996.